



**TITLE:** Attendance

**MANUAL:** BOARD OF DIRECTORS

**SECTION:** N/A

**APPROVED BY:** BOARD OF DIRECTORS

**PURPOSE:**

To ensure that Board and Committee members contribute their expertise and judgment to the business and affairs of the corporation by attending and participating in Board and Committee meetings.

**APPLICATION:**

All Board members and non-board members of committees

**POLICY:**

Board members and Committee members are expected to attend all Board meetings and all meetings of the Committees to which they are assigned.

It is recognized that Directors and Committee members may be unable to attend some meetings due to conflicts with other commitments or other unforeseen circumstances. An attendance rate of at least 70% is acceptable.

**PROCESS:**

Where a director or committee member fails to attend 70% of the meetings of the board or of a committee in a 12-month period, or is absent for three consecutive meetings, the Chair shall discuss the reasons for the absences with the member and may ask the individual to resign.

A member's record of attendance shall be considered with respect to renewal of a Board term or future assignment to a Committee.

The Chair shall, at the Chair's sole discretion, determine if a Board or Committee member's absences are excusable and may grant a Board or Committee member a limited period of time to rearrange their schedule so that there are no conflicts with regularly scheduled Board or Committee meetings.

The Chair shall report to the Board, from time to time, on issues with Member attendance.

**AMENDMENT:**

This policy may be amended by the Board.

**REFERENCES:**

Ontario Hospital Association. *Guide to Good Governance, 4th Edition (2023)*, Chapter 8: Board Structure and Processes.

North Shore Health Network. (2024). *Administrative and Professional Staff By-Law 2024-1*, Article 18-Regular Meetings of the Board and Notice, page 16-17.