NASDCTEc Board of Directors' Meeting
BOARD ATTENDENCE POLICY
Approved April 7, 2009

Background:

At the Board retreat in February there was discussion about the need to develop a *board meeting attendance policy* to clearly indicate the expectations of participation in Board meetings and conference calls. It was understood that on occasion board members cannot attend a meeting due to travel restrictions imposed by their state or for some other unforeseen complication. However, it was determined that it is necessary to have procedures in place to ensure that all states are represented in the deliberations of the association. It is believed that having a policy in place will not only clarify board member responsibilities, but could also be a useful tool for board members to indicate their responsibilities when requesting permission to travel to board meetings. The board directed staff to draft a policy for consideration.

Approved Policy:

Regular attendance at NASDCTEc board meetings is essential so that decisions made represent the opinions of the board as a whole. In addition, regular attendance enables committee members to be productive and helps ensure that issues are examined from a variety of perspectives. Because NASDCTEc board members are elected to represent regions, it is particularly important for board members to be in attendance so that those states being represented have a consistent voice in association business.

NASDCTEc board members are expected to attend the scheduled board meetings for the year as well as participate in conference calls when necessary. Although the board generally has only two meetings each year which require travel, it is understood that it is sometimes not possible for a board member to travel to attend. In this case, it is appropriate for the board member to select a proxy to attend the meeting on their behalf. This proxy must be a state director from the same region as the board member, or another associate member in the case of the Associate Board representative. The board member in question shall inform the President and Executive Director of their choice as far in advance of the board meeting as possible and the proxy must be approved by the President. This proxy will enjoy the full voting rights of the board member. A proxy may also be designated for conference calls using the same procedure.

If a board member misses two consecutive board meetings. The President will contact the member to discuss the situation. The member's response will promptly be shared by the President via email with the executive committee. The executive committee will decide what actions to take regarding the board member's future membership on the board. If the executive committee decides to terminate the board member's membership on the board, the President will contact the board member in question and inform them of the decision. The executive committee will promptly initiate a process to begin recruiting a new board member consistent with the by-laws of NASDCTEc.