



**POLICY TITLE: Attendance at Meetings**

**POLICY NUMBER: 4100**

4100.1 Members of the Board of Directors are expected to and shall attend all regular and special meetings of the Board unless there is good cause for absence.

To be counted as present for any meeting, Board Members must be present for the duration of the meeting. unless the Board Member notifies the Board President that he/she is going to be late. Then, upon arrival, the Board acknowledges board member's presence at the time of arrival during the current meeting. After acknowledgement of attendance, the Board member will be allowed to vote on pending matters of the current meeting. The minutes shall indicate the time of arrival of the Board Member.

-Good cause for absence, including late arrivals or early departures, includes temporary illness or other unavoidable circumstances of which the President of the Board is notified prior to the meeting. Good cause also includes Board authorized meeting absences such as attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency in order to participate in an official capacity.

A Board Member who will be absent for good cause may notify the President by electronic transmission (email or text message), telephone communication, or letter. The President shall notify the District Manager and the Board of all absences that are excused for good cause. The minutes shall indicate whether an absence was excused.

A vacancy shall occur if a Board Member is absent from three (3) consecutive regular meetings without good cause, except as otherwise provided for by law or as authorized by the Board.