

## Attendance CFHPC Policy-27

<i>Bylaws Reference</i>	Article III, Section 3.7
<i>Scope</i>	N/a
<i>Effective</i>	2/28/18
<i>Revised</i>	4/3/18, 4/2/19, 2/28/24

### Purpose

To establish guidelines for attendance at Planning Council and committee meetings for members and associate members to remain in good standing in compliance with the most recently adopted Planning Council Bylaws.

### Policy

Regular attendance at Planning Council and regular committee meetings is expected.

### Definitions

1. Present: present for initial and any additional roll calls.

### Procedure

1. All members, including associate members, shall be present physically, via teleconference or webinar for a majority of each assigned committee meetings, elected committee meetings, mandatory trainings and planning council meetings.
  - a. No member shall attend more than 4 full Planning Council meetings via teleconference or webinar in any 12-month period in the Planning Council year (October-September).
    - i. Under special circumstance, this rule may be suspended by a two-thirds vote of members in attendance.
  - b. No member shall attend more than 6 committee meetings via teleconference or webinar in any 12-month period in the Planning Council year (October-September).
    - i. Under special circumstance, this rule may be suspended by a two-thirds vote of members in attendance.
2. Prior notification to the scheduled time of the meeting shall be given to Planning Council Support, if a member is unable to attend a meeting. Emergency situations will be taken under consideration by the Planning Council Support. Planning Council Support will request confirmation of attendance 24 hours before committee



meetings and 48 hours before Planning Council Business meetings are scheduled to start.

- a. Such notice shall constitute an excused absence.
- b. A member who misses two (2) consecutive meetings without proper notification shall be contacted by Planning Council Support and be instructed to attend the next meeting or resign.
- c. **Members attending virtually must be logged into the meeting no later than the start of unfinished business to be counted as present. Late logins after this point will result in the member being marked as absent.**
  - i. The third consecutive unexcused absence shall, at the outset of that third meeting, be considered a resignation and shall automatically recommend them to be remove the member from the Planning Council. **Members are allowed up to three consecutive excused absences. An excused absence must be requested in advance of a meeting or justified after the meeting in accordance with established protocols.**
- d. The Membership and Engagement Committee shall report participation and attendance to the Executive Committee.
  - i. The Membership and Engagement Committee shall monitor attendance at all meetings based on the Planning Council planning year (October through September).