

BOARD MEETING ABSENCE POLICY

PURPOSE

This policy provides a process for addressing excessive board absences as defined by the Library By-Laws, Article IV, Section 6. The text of this section reads as follows: “Any Trustee who is absent from three (3) consecutive Board meetings and/or four (4) meetings of the total number of meetings held by the Board in any given year, shall be deemed to have resigned as a Trustee if such absences are determined by majority vote of the Trustees then in office to have been without reasonable cause.”

POLICY

In the event that a trustee is absent from three (3) consecutive board meetings or from four (4) board meetings within the preceding year, the Board President is responsible for speaking with that trustee as soon as possible, but no more than two weeks following the most recent absence to determine the reason for the absences and report any concerns to the board as a whole.

RESPONSIBILITY

The Board President is responsible for compliance with this policy.

PROCEDURE

As outlined above.

REFERENCES

Albany Public Library By-Laws, Article IV, Section 6.

APPROVED/REVISED

April 2016

REVIEW DATE

This policy is to be reviewed on the same schedule as the By-Laws.