



# Albany Public Library

## 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 2018

### **REVIEW DATE**

This policy is to be reviewed on the same schedule as the By-Laws. (April 2020)