

# Casper Boat Club Board of Directors Board Meeting Attendance Policy

Effective Date: January 1, 2005

Policy: If in any given calendar year any board member has more than two unexcused absences or total of four absences a year, he or she will be subject to being asked for his or her resignation. An unexcused absence is defined as any absence for which the absent board member fails to notify a flag officer of his or her planned absence prior to the scheduled meeting.

Procedure:

1. The club Secretary (or his or her designee in the case of the Secretary's absence) shall keep an attendance record of each meeting of the board and record all present and absent for each meeting.
2. If a board member intends to be absent for a meeting, he or she shall contact any flag officer and notify said officer of the planned absence.
3. In the event a flag officer is notified of an impending absence, said officer shall inform the Secretary and the Secretary shall record the absence as excused.
4. All other absences shall be recorded as unexcused.
5. In the event any member has more than two unexcused absences or a total of four absences in a calendar year, the Secretary shall so inform the board under "new business." The Secretary will then send the member a notice and request for resignation within one week of the meeting when the board was informed of the policy violation.
6. Said member must respond to the board in writing prior to the next regularly scheduled meeting. He or she may submit his or her resignation in writing or may petition the board for reconsideration of membership. The board may, through generally accepted rules of order, accept a tendered resignation, reconsider said member for continued membership, or vote to remove said member from the Casper Boat Club Board of Directors. In the event said member fails to respond to notification of violation of this policy prior to the regular meeting of the board following the notification of policy violation, he or she shall be removed from office by default and so notified by the Secretary.
7. Vacant board seats shall be filled in accordance with the Casper Boat Club by-laws and policies