

First Unitarian-Universalist Church of Detroit

Board Meeting Attendance Policy for Trustees

Drafted: November 2008

Adopted: December 2008

Policy:

Because Board members are in a critical position to shape and influence board decisions and actions, it is important that each member keeps informed and up to date on issues. Regular attendance is essential so that decisions will represent the opinions of the board as a whole. Regular attendance ensures that issues are examined from a variety of perspectives and it enables board members to be productive.

Procedure:

The Board of Trustees meets monthly to take care of church business. A Board meeting attendance problem occurs when:

- A member has 2 unexcused absences in a row. Definition: Unexcused means the board member does not notify the President before the upcoming meeting to indicate that they will not be attending.
- A member has 3 excused absences in a row.
- A member misses one third of the total number of board meetings in a 12 month period.

Response to an attendance problem: If a Board attendance problem exists for a member, the Board President or Vice President or Minister will contact the member to discuss the problem. The member's response will be shared at the next board meeting and the board will decide what actions to take regarding the member's future membership on the Board. If the Board decides to terminate the Board member's membership, the termination process will begin and the Nominating Committee will be asked to suggest potential new members.

Termination process: The Board President will notify the member with the attendance problem that the Board has decided to terminate the member's membership based on the Board Policy. The Board member will be asked to submit a letter of resignation within two weeks and the Board will vote on accepting it at the next regular board meeting.

This Policy and Procedure will go into effect for Church Year beginning June 2009.