

## 005 - OPLB      Trustee Attendance

### Guiding Principles

The work of the Board is accomplished during its **Board and Ad hoc** meetings and, in keeping with governance best practices, it is important for Trustees to be present for the Board's deliberations to contribute to the proceedings, and to ensure quorum is achieved.

Trustees are expected to make every effort to attend each meeting of the Board. However, the Board recognizes that unexpected developments or scheduling conflicts may arise which may limit the ability of Trustees to attend all scheduled meetings.

### Trustee Attendance Practices

Trustees shall:

- Make every effort to prepare for, and attend, all Board meetings, and to be present for the complete meeting; and,
- Provide the Board Secretary with advance warning of a meeting absence (by phone or email), but by no later than ~~9 a.m.~~ **noon** ~~for~~ on the day of the meeting.

The Board shall:

- Record in the minutes notices of Trustee absences provided to the Board Secretary prior to the meeting as "absent with regrets" or simply "regrets."
- Record in the minutes Trustees absences without prior notice as "absent."
- **Record in the minutes trustees' absences during the meeting as "left the meeting at specific time" and note whether they returned.**

Trustees should inform the Board of an anticipated extended absence, **including the and its reason(s) for the absence**, and shall request a resolution by the Board to authorize this absence.

If a Trustee is absent for two consecutive months of regular meetings, and the Board has not passed a resolution acknowledging and accepting the absence, the Secretary shall notify the Trustee that a third absence may result in that Trustee's seat being declared vacant.

If a Trustee is absent for three consecutive months of regular meetings, and the Board has not passed a resolution acknowledging and accepting the absence:

- The Secretary shall inform the Board of the absences;
- The Board shall declare the seat vacant; and,
- Notify the City Clerk and Solicitor's office of the vacancy.

<b>Effective Date:</b> November 8, 2022	<b>Last Review Date:</b> December 2018
---	--