



Attendance Policy
for Board Members and Board Committee
Appointees

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| Office of Administration: | Office of the University Secretary |
| Approval Authority: | Board of Governors |
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1. Purpose

- 1.1 Members of the Board of Governors have significant responsibilities towards the University and the University community. In addition, external and internal Committee members, who participate as members of Board Committees, share in the collective responsibilities of the relevant Committee.
- 1.2 These responsibilities include a duty to carry out their functions with diligence. As a result, members of the Board and its standing committees are expected to adequately prepare for, and attend, Board and assigned Committee meetings regularly.

2. Scope

- 2.1 This policy serves to set expectations for Board and Standing Committee members in terms of the time requirements associated with serving on the Board and/or its Standing Committees. This policy also provides a process for addressing situations where Governors or Board Committee Appointees are either unwilling or unable to comply with those expectations.

3. Expectations

- 3.1 Board and committee members are expected to attend all assigned committee meetings as well as all Board meetings. Attendance includes attending meetings in person or alternate forms of attendance, such as via videoconference.
- 3.2 Where a member is unable to attend a regular meeting of the Board or its standing committees as a result of an unforeseen event, the member shall notify the University Secretary at least 24 hours in advance of the meeting.

4. Compliance

- 4.1 Where a member fails to attend four regular meetings of the Board and/or assigned committees in any year between July 1 to June 30, the Board Chair shall contact the member in question to discuss their interest in continuing to serve on the Board or standing committee.
- 4.2 Following that discussion, the Board Chair may choose to remind the member of the expectations regarding attendance and take no further action.
- 4.3 Where a member fails to attend four regular meetings of the Board and/or assigned committees in any year between July 1 and June 30, without reasonable basis, or without having made satisfactory arrangements with the Chair, the member may be asked to resign and/or may be subject to removal from the Board or a recommendation for removal being made to the Lieutenant Governor in Council. Such removal, or recommendation for removal, shall be decided by majority vote by the Board after first providing the Member in question with the opportunity to respond.
- 4.4 In the case of non-compliance by the Chair of the Board, the Vice-Chair of the Board will assume the responsibilities set out in ss. 4.1, 4.2 and 4.3.