



c/o 536 9th Avenue SE Calgary Alberta T2G 0M1
www.EV-NA.com Info@EV-NA.com

EVNA Board of Directors Attendance Policy

General Expectations

We live in a beautiful and growing area of Calgary. We are a small community where we live, work and play in close proximity to each other. This provides us all the opportunity to operate in a more informal and easy-going way than one might find in other more populated or spread-out communities.

The quality of life the East Village affords and provides an advantage to achieve the goals of our organization.

The Board of Directors expects each director, committee member, staff and contractor to understand that even with this village quality of life, the requirements of the East Village Neighbourhood Association as it relates to attendance are no different than any other registered society in Alberta.

Purpose

This policy is intended to support full contribution of all board members. All board members receive a copy of this official policy. The policy is reviewed once a year and maintained in each member's Board Manual. The policy has been reviewed and authorized by the board (see signature and date below).

Definition of a Board Attendance Problem

A board attendance problem exists with any of the following conditions:

1. The member has two un-notified absences in a row ("un-notified" means the member did not call a reasonable contact in the organization before the meeting to indicate their anticipated absence);
2. The member has three notified absences in a row;
3. The member misses one third of the total number of board meetings in a twelve-month period;

Response to a Board Attendance Problem



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If a board attendance problem exists, the association's president will promptly contact the member to discuss the problem. The member's response will promptly be shared with the entire board at the next board meeting. At that meeting, the board will decide what actions to take regarding the board member's continued membership on the board.

If the board decides to terminate the membership, termination will be conducted per the following policy per the process specified in the organization's bylaws:

1. The association's president will notify the terminated member in writing of the board's decision per the terms of the Board Attendance Policy;
2. This written notification will request a letter of resignation from the terminated member, to be received within two weeks;
3. This written notification will also request the terminated member return his or her board manual to EVNA within two weeks;
4. The board will vote to accept the member's resignation letter at the next board meeting;
5. The board will promptly initiate a process to begin recruiting a new board member.

President signature Indicating Board authorization _____

Date _____