



**POLICIES AND PROCEDURES**

<b>SECTION TITLE:</b> BOARD OF DIRECTORS	<b>SECTION REFERENCE:</b> BD
<b>POLICY TITLE:</b> REMOVAL OF DIRECTORS DUE TO ABSENTEEISM	<b>POLICY NUMBER:</b> BD-008

**POLICY STATEMENT:**

IN ORDER TO ENSURE THE EFFECTIVE FUNCTIONING OF THE BOARD OF DIRECTORS IN THE DELIBERATION OF ITS RESPONSIBILITIES, THE BOARD RECOGNIZES THE NEED TO HAVE DIRECTORS IN ATTENDANCE AT BOARD MEETINGS TO MONITOR THE OPERATION IN A DILIGENT MANNER.

**PURPOSE:** TO ENABLE THE MEMBERSHIP TO REMOVE DIRECTORS DUE TO PERSISTENT ABSENCES.

**PROCEDURE:**

1. For the purpose of Article 4.6 (a) of By-law No. 1, “improper and detrimental” acts shall include persistent absences from the Board meetings.
2. Upon a director missing two Board meetings, the Chairperson, or in the absence of the Chairperson, the Executive Director shall notify the director(s) in question that they have missed two meetings and that should a third meeting be missed, a special meeting of members will be called to debate a resolution calling for their removal from the Board. Where the director(s) in question represent a particular constituency, that constituency shall be copied on such notification.
3. Upon a director missing three Board meetings and the director having been informed in accordance with paragraph 2 above, the Chairperson, or in the absence of the Chairperson, the Executive Director shall give notice in accordance with Article 4.6 (a) of by-law No. 1 to the director in question and to all members that a special meeting of members has been called to deal with the removal of the director in accordance with this policy. Such special meeting shall occur consecutively with the next Executive meeting for which due notice has been issued.

<b>Contact Person (title):</b>	Chairperson / Executive Director
<b>Cross-Manual Reference:</b>	
<b>Monitoring Tools:</b>	Board Minutes
<b>Relevant Forms:</b>	N/A

<b>Board Approval Date:</b>	17 October 1996
<b>Review Dates:</b>	
<b>Revised Date(s):</b>	25 October 2000