

Attendance Policy

Wayne County Industrial Development Agency
Wayne Economic Development Corporation
Wayne Civic Facilities Development Corporation
9 Pearl Street, 2nd Floor Conference Room
Lyons, New York 14489

August 23, 2019

INTRODUCTION

Regular attendance at Board and committee meetings is essential in order to maintain continuity and cohesion in the management and governance of the board of directors for the Wayne County Industrial Development Agency, Wayne Economic Development Corporation and the Wayne County Civic Facilities Development Corporation.

PURPOSE

This Board Attendance Policy is intended to encourage regular attendance at Board and committee meetings and to provide procedures to deal with any failures in such attendance.

POLICY

Board and committee members are expected to demonstrate their commitment to the organization by unbroken attendance at the Board or committee on which they sit, except when prevented by unforeseeable events. In a typical year, Board members are required to attend 75% of all held meetings per year (9 of 12).

RESPONSIBILITIES

It is the responsibility of the Executive Director to monitor the attendance of each member and to issue warnings as appropriate. Prospective members of the Board shall be issued with copies of the attendance policy and asked to commit themselves to observing its terms.

PROCEDURES

Where Board members are prevented from attending any Board meeting, they should notify the Executive Director or Deputy Executive Director of their intended absence.

ATTENDANCE REQUIREMENTS

If a Board member is absent for two consecutive meetings without first notifying the Executive Director of their absence, or if a Board member is absent for three consecutive meetings having notified the Executive Director of their absence, that Board member is in breach of their obligations and is subject to the following processes.

PROCESS

If a Board member is in breach of their attendance requirements then the Executive Director shall consult them to discuss this matter. If no mutually satisfactory resolution is possible, and if the Board member wishes to continue on the Board, then the member's response will be put to the Board at its next meeting. The Board will then decide what actions to take regarding that Board member's future membership on the Board.

If the Board decides that termination is justified, the Board may suspend that person's membership on the Board. In the event the member wishes to continue in his or her position, the suspension shall be put to a general meeting for approval. The suspended member shall be given an opportunity to be heard, either personally or through a representative, and may submit materials in writing to be circulated.

The Board may remove any person from any Board sub-committee for any reason, including (but not limited to) non-attendance.

When any person has been removed from the Board or from any committee under this provision, the Executive Director will promptly initiate a process to recruit a new Board member.