

Category:	Board of Directors
Administered by:	Governance Committee
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Next Review:	
Review History:	

SGA/AGÉ BOARD OF DIRECTORS VOTING MEMBER ATTENDANCE POLICY

1. PURPOSE

The most important responsibility voting members of the Laurentian University Students' General Association have is the representation of their respective constituencies at the Board of Director and Standing Committee meetings. This policy is intended to ensure that voting members are fulfilling their responsibilities, and to provide a means to remove those voting members that are not attending and remain at these meetings on a regular basis.

2. DEFINITIONS

- 2.1. **Meeting** - For the purpose of this policy, meetings include any regular or special meeting, or standing committee meeting as more fully defined in Article III and Article VII of the constitution;
- 2.2. **Point** - Means a demerit point;
- 2.3. **Regrets** - Refers to a voting member's reasons for not attending a meeting or remaining at a meeting for full duration provided to the Chairperson or the Secretary of the Board and, in the case of a standing committee meeting, the Chair of the standing committee to which they belong;

3. APPLICATION

- 3.1. This Policy applies to all voting Members of the Board of Directors.

4. ADMINISTRATION

- 4.1. Governance Committee shall administer and enforce this policy.
- 4.2. The Governance Committee shall maintain an updated list of points accumulated by each voting member, and shall provide such list to a voting member upon request.

5. MEETINGS

5.1. Voting Members must attend all Meetings and remain for the full duration of those Meetings to represent their constituents' interests.

5.1.1. Any voting Member who is unable to attend a Meeting must submit their Regrets to the Chairperson or the Secretary and, in the case of a Standing Committee Meeting, the Chair of the Standing Committee to which they belong at least forty-eight (48) hours prior to the scheduled Meeting time.

5.1.2. In the case of a special meeting, or a standing committee meeting with less than forty-eight (48) hours' notice, voting members must submit their regrets at least twelve (12) hours prior to the meeting.

5.2. The Chairperson of a standing committee shall submit any Regrets received for standing committee meetings to the Secretary.

5.3. The Chairperson shall, at their sole discretion, decide the legitimacy of reasons provided for regrets.

5.3.1. Regrets will be approved for legitimate personal, academic, or medical reasons.

5.4. Voting Members who do not attend a Meeting will be assigned points in accordance with the following:

Missed Meeting	No Regrets / Declined Regrets	2 Points
	Approved Regrets	0.5 Points

5.5. Voting Members who do not remain at a meeting for its full duration will be assigned points in accordance with the following:

Leaving Meeting Early	No Regrets / Declined Regrets	1 Point
	Approved Regrets	0.5 Points

5.6. Any reconsideration of these points shall be conducted at the sole discretion of the Governance Committee.

6. SANCTIONS

6.1. Sanctions given to voting members for accumulated points will follow the chart below:

First Warning	A voting member who accumulates three (3) Points will receive a written warning from the Chairperson.
Second Warning	A Voting Member who accumulates five (5) Points will receive a second written warning from the Chairperson.
Removal	A voting member who accumulates six (6) points may be removed from the Board.
	A voting member who misses three (3) or more consecutive meetings may also be removed from the Board.

7. REMOVAL OF BOARD MEMBER

7.1. If a voting member has accumulated six (6) or more points or has missed three (3) or more consecutive meetings, the Chairperson shall post a motion to remove the member from the Board.

7.1.1. Any procedure for removal in the constitution must be adhered to.

7.1.2. A member may be expelled for cause by ballot vote of two-thirds of the entire membership of the Board of Directors at a regular or special meeting.

7.2. The decision of the Board to remove a Voting Member is final.