



## Board Attendance Policy and Procedures

### Policy

It shall be the policy of The Forum of Executive Women (the "FOEW") that Board members are required to attend 70% of each year's Board meetings unless excused by the President of the FOEW.

### Procedures

The Administrator will chart Board attendance each month.

- Attendance in person by board members is required. If necessary, due to unavoidable circumstances, Board members may dial in to the Board meeting if they are on the agenda to do a presentation at the meeting or if approved in advance by the President or the Executive Director of the FOEW. Call-ins in compliance with this policy will be considered attendance for purposes of this policy.
- Committee Chairs may send a Vice Chair or other representative to the Board meeting if they are unable to attend, but required to make a presentation at the Board meeting. Representatives of the Committee Chair attending cannot vote, nor will their participation count toward the attendance requirement for the Committee Chair/Board Member.
- In a typical year, Board members are required to attend 70% of all held meetings per year (i.e., 5 of 7 meetings).
- If a Board member misses three meetings, the Executive Committee will make a recommendation as to what action will be taken and will consult the procedures recommended for removal of Directors as noted in the Bylaws.

*Forum Board Attendance Policy and Procedures - approved by board 1/11/11*