

POLICY TITLE: Attendance at Meetings
POLICY NUMBER: 4100

4100.1 Members of the Board of Directors are expected to and shall attend all regular and special meetings of the Board unless there is good cause for absence. Board Members are expected to attend in person unless otherwise permitted by law.

To be counted as present for any meeting, Board Members must be present for the duration of the meeting.

Good cause for absence, including late arrivals or early departures, includes temporary illness or other unavoidable circumstances that the President of the Board is notified of before the meeting. Good cause also includes Board authorized meeting absences, including, but not limited to, attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency to participate in an official capacity.

A Board Member who will be absent for good cause may notify the President by electronic transmission (such as email), telephone communication, or letter. The President shall inform the General Manager and the Board of all absences that are excused for good cause before the meeting. The minutes shall indicate whether an absence was excused.

A vacancy shall occur if a Board Member is absent from three (3) consecutive regular meetings without good cause, or five (5) regular meetings within a calendar year without good reason, except as otherwise provided for by law or as authorized by the Board.