

EXCUSED ABSENCE POLICY

WHEREAS, the Master Declaration and Bylaws state that Board members must attend the regular Board meetings unless they have an excused absence, and

WHEREAS, the Master Declaration and Bylaws state the District Delegates must participate in District Delegate meetings unless he/she has an excused absence, and

WHEREAS, the Board has required that Committee members must participate in Committee meetings unless he/she has an excused absence, and

WHEREAS, there is a need to define what constitutes an excused absence.

THEREFORE, be it resolved that the following will be defined as an excused absence.

1. Absences may be excused for the following reasons:
 - a. Illness or injury
 - b. Family emergencies
 - c. Vacations
 - d. Employment-related functions
2. A Board member, District Delegate or Committee member must contact the managing agent prior to the beginning of the Board/Delegate/Committee meeting to indicate he/she will not be in attendance and the reason for the absence.
3. The Board of Directors, District Delegates or Committee members will vote at that meeting on whether or not to approve the absence.
4. If the absence is not approved, a communication (email or letter) will be sent to the Board member, District Delegate or Committee member notifying him/her the absence will be counted as unexcused.
5. In the event that an emergency occurs which results in the Board member, District Delegate or Committee member not being able to give notice prior to the meeting, the Board, District Delegates or Committee members may vote to approve the absence at the next meeting.
6. For consistency purposes, any Committee member who has an unexcused absence from three or more consecutive Committee meetings shall not be qualified to serve on said Committee.

Adopted by the Board of Directors on November 21, 2016