



1.0 POLICY

- 1.1 Attendance of Trustees at meetings of the Board is required by the School Act. Policy guidelines provide for absence because of illness and penalties for unapproved absences.

2.0 GUIDELINES

- 2.1 All Trustees are expected to attend every Regular and Special Meeting of the Board, as well as all meetings of committees of which they are a member unless absence has been previously approved by the Board. Failure to attend Regular and Special Board Meetings will result in the deduction from salary of a per diem rate.
- 2.1.1 In addition, failure to attend a Standing Committee meeting for which a Trustee has made a commitment, will result in a deduction from salary of either a half or full per diem rate depending on the length of the scheduled meeting.
- 2.2 With regards to Standing Committees of the Board, the administrators assigned to support these committees will include in the meeting notes:
- 2.2.1 The date and time of the next scheduled committee meeting
- 2.2.2 The estimated length of the next scheduled meeting
- 2.2.3 The names of those Trustees who will be in attendance
- 2.3 Two days per year are allowed without deduction for illness on the part of the Trustee, and two days compassionate leave are also permitted. If, however, a Trustee is absent from any Regular or Special Meeting of the Board or any standing committee meeting for which the Trustee has made a commitment, due to illness beyond the two sick days permitted, he/she must produce a doctor's certificate and no deduction from salary will be made.
- 2.4 The presence or absence of every Trustee will be recorded in the minutes. If a Trustee wishes to absent himself/herself during the course of a meeting, he/she will declare this wish and ensure that the recording secretary has noted it. Failure to do so may result in inaccuracies in the recording of minutes.

References: *School Act: Section 65; 71*



B/II/1 – Attendance at Meetings

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EFFECTIVE: October 26, 2005

REVISED: November 25, 2015

REVIEW: 2019-2020

- 2.5 As outlined in the School Act, a person is disqualified from remaining as a Trustee of a board if that person absents himself/herself, without being authorized by a resolution of the board to do so, for three consecutive regular meetings of the board, unless his/her absence is due to illness and he/she provides evidence of that illness in the form of a medical certificate respecting the period of absence.

References: *School Act: Section 65; 71*