

SAY San Diego Board of Directors' Attendance Policy

Annual Attendance Agreement [2024](#)

Purpose: The policy is intended to support the full contribution of all Board members. All members of the SAY San Diego Board of Directors will receive a copy of this official policy and be asked to acknowledge receipt, annually. The policy has been reviewed and authorized by the board as noted below.

Value of Strong Attendance: Every member of the SAY San Diego Board of Directors has made a noble commitment to serve as a legal, fiduciary and governing representative of our nonprofit organization that commands more than \$30 million in resources, is responsible for the livelihood of more than 400 employees, held accountable to its funders, stakeholders, the public, and more directly accountable to the more than 25,000 members of the community served by SAY San Diego programs. Strong attendance ensures that Directors are fully knowledgeable and responsive to organizational needs, as well as responsive and consistently engaged in key decisions as needed to run the organization. Regular attendance also ensures that Directors are attentive to other members of the Board, the CEO, executive team and managers, who seek input and guidance.

Definition of a Board Attendance Concern: An attendance concern occurs if the following conditions exist, in keeping with the SAY San Diego Bylaws:

The board member attends fewer than 6 of the 8 scheduled regular meetings in the board's calendar year.

Response to a Board Attendance Concern:

Initial Notice: When a board attendance concern is first identified as defined above, the Board President or his/her designee will promptly contact the member to see if it can be remedied. The member, so identified, is expected to remedy his/her attendance right away, possibly step away from the Board for a temporary period or resign if he/she cannot meet the requirement.

When members have a personal or family emergency, or health issue, which could impact their attendance and possibly become a Board Attendance Concern, the member must immediately contact the Board President and ask for a Leave of Absence for a specific period of time.

Final Notice: When an attendance concern is ongoing and persistent, the Board President/designee shall again promptly contact the identified member. The member's response will promptly be shared by the President at the next meeting of the Board or Board Executive Committee, so that the Board of Directors can decide what actions to take regarding the board member's future membership. If the Board or Board Executive Committee determines that the member cannot fulfill their attendance requirement, the process will include both a call and a written notice to the member from the Board President/designee, per the terms of this Attendance Policy. In these communications, the President will request a

letter of resignation from the member to be received within two weeks. If the Board decides not to remove the member or seek resignation, the rationale for the decision and next steps shall be documented in the meeting minutes. If a member who has been absent is also nonresponsive, it will be assumed that they can no longer fulfill their obligation to attend and participate in the SAY San Diego Board. Every effort will be made to help Directors to attend.

Annual Attendance Agreement: I, fully understand this policy and am signing to signify my understanding: _____(signature)

_____(printed name) on_____(date).

*The SAY San Diego Board authorized this policy by a unanimous vote on August 21, 2018.
Modification approved 10-17-23.*