



**Clark County**

**Parks Advisory Board**

**Attendance Policy**

**Last Update: 5/16/16**  
**By: PAB Standards Sub-Committee**

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## **Clark County Parks Advisory Board Attendance Policy**

### **Introduction**

Attendance at board meetings is extremely important, both to get business done and to keep members involved and informed. If your board is to reach its established goals, regular attendance by members at business and committee meetings is crucial. Most members make honest efforts to attend meetings, occasionally conflicts do arise and despite your best efforts you may be unable to attend. There may be reasons for poor attendance such as involvement in too many other activities or lack of progress toward goals. But when a member misses meetings regularly, your board can't function correctly. Your first responsibility as a board member is to attend meetings. It isn't the same when you read minutes after the fact instead of being present at a meeting.

### **Purpose**

This policy is intended to support full contribution of all board members. All board members will receive a copy of this official policy. The policy should be reviewed once a year with the full board and documented in the meeting minutes. Additionally, it should be part of the training curriculum for new members.

### **Definition of a Board Attendance Problem**

A board attendance problem exists with any of the following conditions:

1. The member has two un-notified absences in a row ("un-notified" means the member did not contact the Chair, one of the Co-Chairs, or County Staff before the meeting to indicate their anticipated absence);
2. The member has three notified absences in a row from regular scheduled meetings;
3. The member misses one third of the total number of regular scheduled board meetings in a twelve-month period;

## **Response to a Board Attendance Problem**

If a board attendance problem exists, the Board Chair will promptly contact the member to discuss the problem. The member's response will promptly be shared with the entire board at the next board meeting. At that meeting, the board will decide what actions to take regarding the board member's continued membership on the board. If the board decides to terminate the membership, termination will be conducted per the following policy:

1. The board Chair / Co-Chairs will notify the terminated member in writing of the board's decision per the terms of the PAB Attendance Policy.
2. This written notification will request a letter of resignation from the terminated member, to be received within two weeks;
3. This written notification will also request the terminated member return his or her board manual to the front desk of the Clark County Parks Manager office (currently 4700 NE 78<sup>th</sup> Street) within two weeks;
4. The Chair / co-Chairs will promptly notify the Clark County Parks Manager to initiate the process of recruiting a new board member.