

## Ingersoll Support Services Inc.

### Policy: Attendance at Board Meetings

**Policy # B 7**

Section: Board Governance

Approved by the Board of Directors: *March 19 2009*

Procedure Revision: *May 2012*

Ministry requirement - no

Reviewed and Effective: *September 15 2017*

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*Directors of the Ingersoll Support Services Board are expected to attend meetings of the Board of Directors held regularly throughout the year. Written notice of the meetings will be provided to each Board Member. Failure by a Director to attend three consecutive Board meetings without providing just cause for their absence will result in termination of the Directorship.*

#### **Procedure:**

1. In the event that a Board member fails to attend three consecutive Board meetings for which notice has been provided, the President will contact the Director to obtain an explanation for the absence.
2. If just cause is not provided to the satisfaction of the President of the Board, the Director will be terminated under *Removal for Cause*.
3. The President on behalf of the Board will send a written notice of termination to the Director.