

ATTENDANCE POLICY

GENERAL

1.01 Purpose. The purpose of this policy is to inform the Board about their attendance requirements and the procedure to follow when a Director does not fulfil those requirements.

1.02 Definitions.

- 1. Co-Chairs:** Co-Chairs of the Institute for International Women's Rights-Mb Board of Directors.
- 2. Director(s):** Members who sit on the Board of Directors that govern IIWR-MB. Directors are elected for one-year terms at the IIWR-MB's Annual General Meeting or under the special motion of the Board of Directors. All Directors are 18 years of age or older with power under law to contract.
- 3. IIWR-MB:** Abbreviation used throughout this document to reference the Institute for International Women's Rights - Manitoba.

ATTENDANCE

2.01 Required Attendance. Directors are required to attend at least two thirds of Board of Director meetings.

NON-ATTENDANCE

3.01 Co-Chairs to have Discussion. Should a Director fail to fulfill the attendance expectation, the Co-Chairs will discuss the issue with the Director at hand and address their ability to fulfill their responsibilities moving forward.

3.02 Eligibility for Re-election. If the Director is not able to fulfill their attendance moving forward, they will not be eligible for reappointment or appointment to the Board for the following year.

3.03 Extenuating circumstance. If the Director in question has had extenuating circumstances which caused their non-attendance, the Co-Chairs may decide that the Director in question is eligible for re-election with clear direction about attendance expectations.