


SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS FAILURE TO ATTEND MEETINGS AND PREFORM DUTIES	Policy # B-307	Effective Date: <i>April 25, 2013</i>
	Signature 	Date of Last Review

POLICY:

1. A Board member who is unable to attend a scheduled Board meeting must notify the Board chair or the Executive Director in advance.
2. A Board member may request from the Board of Commissioners an excused absence from a regular Board meeting. The determination of the request will be a part of the regular Board minutes. Excused absences shall include any reason deemed acceptable to the Board of Commissioners.
3. If a Commissioner fails to attend regular meetings of the Board for three consecutive months, or 4 meetings within a one year period without excuse, or otherwise fails to perform any of the duties as a commissioner, the Board Chair, at the Chair's discretion, may take the following steps:
 - a. The member who has missed three meetings without excuse within a twelve month period will be notified in writing by the Chair or Acting Chair.
 - b. The notice will contain the time and place of the next scheduled Board of Commissioner's meeting at which the performance issue(s) will be considered.
 - c. The notice will contain a request for the individual to attend the meeting or submit in writing an explanation for the lack of performance and intentions to properly discharge the duties of the position.
 - d. At the Board of Commissioner's meeting scheduled for consideration of this matter, the Commissioners shall vote on the necessary action to be taken to insure the faithful performance of Duties and Responsibilities up to and including a voluntary resignation.
 - e. The Board may remove any Board officer from office for failure to perform the duties thereof, after giving the officer reasonable notice and opportunity to be heard.