



**Lockwood Donis Foundation**  
**Board Meeting Attendance Policy**

**Purpose**

This policy is intended to support full contribution of all members of the Lockwood Donis Foundation (LDF) Board of Directors. All Directors receive a copy of this official policy. The policy is reviewed once a year and is maintained in LDF archives and on the LDF website. The policy has been reviewed and authorized by the board (see signature and date below).

**Definition of a Board Attendance Problem**

A Board attendance problem occurs if any of the following conditions exist in regard to a Director's attendance to Board meetings:

1. The Director has two un-notified absences in a row ("un-notified" means the member did not call ahead to a reasonable contact in the organization before the upcoming meeting to indicate they would be gone from the upcoming meeting).
2. The Director has three notified absences in a row.
3. The Director misses one third of the total number of board meetings in a twelve-month period.

**Procedural Response to a Board Attendance Problem**

If a Board attendance problem exists regarding a member, the Board Chairperson will promptly contact the Director to discuss the problem. The Director's response will promptly be shared by the Chair with the entire Board at the next regular or special Board meeting. In that meeting, the Board will decide what actions to take regarding the Director's future membership on the Board. If the Board decides to terminate the Director's membership, termination will be conducted per this policy and by procedure specified per LDF bylaws. The Board will promptly initiate a process to begin recruiting a new Director.

Board Chairperson's Signature Indicating Board Authorization

\_\_\_\_\_  
Print Name – Board of Directors President

\_\_\_\_\_  
Signature – Board of Directors President

Date: \_\_\_\_\_