

Policy ID: 1.1.5	Title: <i>Attendance Requirements</i>
<p>Policy: Members are expected to regularly attend BOARD meetings. Notice of the time, date, and place of each meeting, and its tentative agenda shall be given at least twenty-four hours prior to the commencement of said meeting pursuant to Iowa Code Chapter 21.</p>	
<p>Definitions: BOARD member shall be deemed to have submitted a resignation if either of the following events occurs: the person does not attend three or more consecutive regular meetings; the person attends less than one-half of the regular meetings within any period of twelve calendar months beginning on July 1.</p>	
<p>Procedures:</p> <ul style="list-style-type: none"> • Notices will be sent by email and posted at County Auditors Offices or county courthouse bulletin boards in Buena Vista, Crawford and Sac Counties. • Attendance records will be kept and monitored by the BOARD Director and reviewed at least annually by the BOARD. • A member of the Board no longer able to serve shall submit a letter of resignation to the Chair of the Board. • Resignations shall be submitted in writing to the Chairperson of the Board at least 30 days prior to the date of intended departure. • If a Board member is appointed to the board of a provider of services/entity that receives Early Childhood Iowa funds or takes employment with such provider/entity that member shall resign immediately from the Early Childhood Iowa Area Board by sending a letter to the Chair. • BOARD Members with three consecutive absences without an excused absence, may request an exception to the attendance policy due to special circumstances. • An excused absence is obtained by notifying the Program Director prior to the scheduled meeting. • The BOARD Chair can accept or reject a resignation of a BOARD member under these circumstances. 	
Effective Date: 3/28/12	Approved by: BVCS Early Childhood Iowa Board
Revisions:	10/30/16;
Reference:	By-Laws Article V; Section 4; Article III, Section 5