

**Chester Public Utility District**

**Manual of Policies**

**POLICY TITLE: Board Member's Attendance at Meetings**

**POLICY NUMBER: 4020**

- 4020.10** Members of the Board of Directors are expected to attend all regular and special meetings of the Board.
- 4020.20** Each December the Board will, by board action, set the date and time that the regular meetings will be held for the following calendar year. Every effort will be made to accommodate each member's availability schedule.
- 4020.30** Member's absences may be excused by manner of advance notice to the Board Chair, the General Manager or the Board Clerk, only after every attempt is made to attend the meeting.
- 4020.40** (2) Two consecutive *excused* absences, from any type of Board meetings, may warrant phone contact by the Board Chair to the absent Board member to discuss a remedy for their lack of attendance.
- 4020.50** (3) Three consecutive *excused* absences, from any type of Board meetings, may warrant written contact, either by letter or email, from the Board Chair asking for the absent Member's attendance at the next meeting, and to confirm their intentions, in written response, on continuing on in performing Board duties or possible consideration of resignation from the Board.
- 4020.60** (3) Three cumulative *unexcused* absences within a 3-month period, from any type of Board meetings, will result in the Board Chair taking the steps noted in 4020.50 above.
- 4020.70** The Board will take in consideration any executive orders made by State or Federal Governance when reviewing any Member's attendance issues.

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**POLICY TITLE:** (continued)

**POLICY NUMBER:**

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