

**BOARD OF DIRECTORS
ATTENDANCE POLICY**

ON A MOTION DULY MADE, SECONDED AND UNANIMOUSLY CARRIED, THE FOLLOWING POLICY REGARDING ATTENDANCE OF BOARD MEMBERS WAS APPROVED BY THE BOARD OF DIRECTORS OF FRANK G. MCLOUGHLIN CO-OPERATIVE HOMES INC.

This policy establishes the requirements set forth by Frank McLoughlin Co-operative Homes Inc. that every member of the Board of Directors is in attendance for all scheduled Board Meetings. Frank McLoughlin Co-op places a high value on the quality and consistency of the decisions made by the Board and this can only be achieved by the ongoing and regular attendance of all its members. The intent of this policy is to reinforce with Board members that their commitment to the Board of Directors requires 100% attendance to all meetings.

This policy applies to all members of the Board of Directors at Frank McLoughlin Co-op.

Frank McLoughlin Co-op considers a member of the Board of Directors absent if he or she does not attend scheduled Board Meetings, regardless of cause.

1. All members of the Board of Directors for Frank McLoughlin Co-op are required to be in attendance at all scheduled Board Meetings. This commitment will be confirmed with the member prior to joining the Board of Directors.
2. In the event that a Member of the Board cannot attend a scheduled Board Meeting, they are required to notify Staff (General Manager) at least three (3) days prior to the Board Meeting in order to have the absence approved.
3. In the event of illness, the Member of the Board must contact Staff, giving notification of absence due to illness.
4. If a member of the Board of Directors misses two (2) Board Meetings in a row, or three (3) Board Meetings in one calendar year, the fellow Members of the Board will review the situation and determine if the said Member will be asked to resign from their seat on the Board.
5. If a Member of the Board misses a scheduled Board Meeting due to other commitments and does not notify Staff prior to the scheduled Board Meeting, the fellow Members of the Board will review the incident on a situational basis to determine whether or not said Member will be allowed to stay on as a Member of the Board of Directors.
6. This policy will be reviewed at least one a year at the Board Orientation.

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ACKNOWLEDGEMENT & AGREEMENT

I, _____ acknowledge that I have read and understand Frank McLoughlin Co-op's Board of Directors Attendance Policy. I agree to adhere to this policy and will ensure that fellow Board of Directors adhere to this policy. I understand that if I violate the rules of this policy, I may be asked to resign from my position as a Member of the Board of Directors for Frank McLoughlin o-op.

Name: _____

Signature: _____

Date: _____

Witness: _____