



Board Attendance Policy

Cass District Library

Purpose

Public participation in boards, committees and commissions is essential to the functioning of County government, as it ensures the community is represented on a variety of topics. The purpose of this information is to familiarize committee members with the Cass District Library's (CDL) policies and procedures as they relate to public service.

Attendance and Allowable Absences

A CDL Board member who misses more scheduled full Board meetings than the allowed absences outlined below, or who misses three consecutive meetings, will be removed from their position. Allowed absences are as follows:

Number of Meetings Held in One Calendar Year	Absences Allowed
One (1) to Four (4)	1
Five (5) to Eight (8)	2
Nine (9) to 12	3
13 to 16	4

If a Cass District Library trustee exceeds the absences allowed under the Board Attendance Policy, the presiding officer shall document the absences and forward the information to the Director's Office. The Director will notify the trustee. A trustee wishing to respond may request placement on the official monthly agenda. The Board cannot remove a trustee, only the appointing municipality may do so under the District Library Establishment Act. However, the Library Director as the instruction of the Board President will notify the appointing authority if concerns arise regarding a trustee's failure to meet attendance requirements.

Meeting

For the purposes of this policy, a "meeting" applies to any gathering of the full Board of Directors scheduled during the Board organizational meeting at the start of the calendar year.

Excused Absences

Presiding officers may waive absences due to illness, emergency, professional travel, or other good cause.