

LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

POLICY TITLE: Attendance at Meetings
POLICY NUMBER: 4020

1. Members of the Board of Directors are expected to attend all regular and special meetings of the Board.
 - a. Members of the Board of Directors are expected to notify the Chair of the Board and the General Manager in advance of any absences at meetings of the Board.
 - b. Following the absence of a Board member from three consecutive meetings of the Board of Directors, the Chair of the Board will contact the absent member requesting his or her attendance at the next meeting or notification of special circumstances which prevent the member from attending.
 - c. When a vacancy has occurred on the Board of Directors, such vacancy shall be filled only in accordance with the Public Resources Code Section 5784.3.
2. Members of the Board of Directors are expected to attend all meetings of committees to which they are appointed and any other meeting or event when appointed as representative of the Board or District.
 - a. When a committee member cannot attend a scheduled committee meeting, that member is expected to notify the General Manager in advance, in which case the appointed committee alternate shall attend.
 - b. If a committee member is absent from three consecutive meetings of any committee to which appointed, the Chair of the Board will contact that member requesting attendance at the next meeting or notification of special circumstances which prevent the member from attending. Once four consecutive meetings have been missed, the Chair of the Board may remove that committee member from the committee and appoint a new committee member and/or alternate member.