

ATTENDANCE AT COMMITTEE MEETINGS POLICY

91-03

I. PURPOSE AND SCOPE

The purpose of this policy is to establish an attendance policy at Committee Meetings.

II. POLICY

- A. In order for the workload to be evenly distributed between committee members, the Selectmen have asked that every member attend a minimum of 75% of the scheduled meetings.
- B. If a member has other commitments and is unable to attend at least this percentage of the meetings, we ask that he/she resign in order to reappoint another volunteer to carry the workload out of fairness to the other committee members.
- C. Should a committee member's attendance be less than 75% and the member neglects or declines to resign, the committee chair shall write a letter to the non-attending member reminding him/her of this policy and their responsibility to improve their attendance or provide a written resignation to the Town Clerk and the committee chairperson.
- D. A copy of this letter shall be sent to the Board of Selectmen.
- E. If the non-attending member neither submits a letter of resignation nor improves his/her attendance within sixty (60) days from the date of notification, the Selectmen will consider the lack of response as a de facto resignation and appoint a new member with advice from the committee.