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.

Adopted by the Board of Selectmen: August 6, 1991
Amended: April 22, 2002 & October 15, 2002