

COCA BOARD OF DIRECTORS ATTENDANCE POLICY

Attendance at COCA Board meetings is critical to the organization's ability to carry out its business. Not only must we assure a quorum, but each member represents a unique perspective and area of expertise that deserves to be represented in discussions and decisions affecting our community.

Meeting Calendar

To assure you every opportunity to attend meetings, six bimonthly regularly scheduled meetings will be agreed upon by the board at the beginning of each fiscal year.

Unexcused Absences

After a board member (or ex officio member not represented by a substitute), accrues two unexcused absences from *regularly scheduled meetings* in a given fiscal year (October 1st through September 30th), they will receive communication from the Executive Director regarding their continuation on the Board.

Excused Absences

Either in anticipation of an absence or within five days after an unanticipated absence, board members may send a written request for excusal to COCA staff. A brief email is sufficient. The Executive Director can choose to excuse occasional absences based on unavoidable conflicts. If no written request is made or if the absence is not deemed to be excused at the sole discretion of the Executive Director, then the absence will be recorded as an unexcused absence. The Executive Director regularly reviews attendance with the Board chair.

Non-Voting Ex Officio Members

The representation of your institution at COCA board meetings is very important in shaping policies and in keeping you aware of upcoming programs. In the event you are not able to attend a meeting, we request you arrange to send a substitute in your absence or provide a written update to the Executive Director. Identifying a substitute can be an opportunity to strategically inform your colleagues about the needs of the cultural community and the impact of COCA. Of course, *your* presence is preferred.

Thank you for cooperation with this policy and your participation and contributions year-round.