

1.17 REVIEW OF ABSENCES OF DIRECTORS AND COMMITTEE MEMBERS**INTENT:**

To ensure that participation through attendance continues to be a priority, in accordance with LICA Bylaw 4.6.

1.17.1 DIRECTIVES:

- 1.17.1.1** This policy will apply to all Board Directors and Committee members.
- 1.17.1.2** Attendance is reviewed at the beginning of each meeting.
- 1.17.1.3** If absence from a meeting is necessary, the Member will notify the LICA Office at the earliest known time.
- 1.17.1.4** The Board will review any Member's three consecutive absences and follow-up will be undertaken as authorized by the Board.

1.17.2 IMPLEMENTATION:

- 1.17.2.1 Elected Board of Director seats:** should three consecutive absences occur, the Member will receive a letter, notifying them of the possibility of expulsion should they miss the next meeting.
- 1.17.2.2 Elected Board of Director seats:** should a fourth consecutive absence follow, the Member will be subject to a review of expulsion by the Board as per Bylaw 4.5. Should expulsion occur, the seat will be filled in accordance with Bylaw 4.3.
- 1.17.2.3 Appointed Board of Director seats:** should two consecutive absences occur, the Member will receive a letter, notifying them of the possibility of expulsion should they miss the next meeting.
- 1.17.2.4 Appointed Board of Director seats:** should a third consecutive absence follow, the Member will be subject to a review of expulsion by the Board as per Bylaw 4.5. Should expulsion occur, the seat will be filled in accordance with Bylaw 4.5.

Review Dates: April 3, 2014, November 5, 2015; June 26, 2017; April 16, 2018; June 8, 2021; July 26, 2023; September 29, 2023

Approval Dates: April 10, 2014, November 5, 2015; September 7, 2017; May 10, 2018, June 24, 2021; October 6, 2023