

## 1-113 Attendance

This policy is intended to support the full contribution of all Regional Partnership Council members. A member missing any Regional Partnership Council meeting shall contact the Regional Director to give advanced notice. An attendance problem shall be defined, per the Arizona Early Childhood Development and Health Board Policy on Regional Council Attendance, as:

- A member who has two consecutive unexcused absences
- A member has three consecutive absences
- A member who misses more than three meetings without excuse in a 12-month period
- A member who has more than five absences in a 12-month period

An excused absence occurs when a member is unable to attend a meeting due to emergency, illness, injury, or with notification provided one week in advance to the Regional Director of a previously scheduled travel or work or family obligation, which prevents participation at a meeting either in person or by phone.

In the event of an attendance problem, the chair will contact the member to discuss the problem. **The chair will issue up to three letters notifying the member of the attendance problem, the intent of the Regional Partnership Council, and requesting a response from the member.** The member's response will be shared by the chair with the full Regional Partnership Council at the next Regional Partnership Council meeting. At that meeting, the Regional Partnership Council will decide what action to take regarding the member's future membership.

In accordance with A.R.S. Section 8-1162(D), a member who misses more than three meetings without excuse or resigns their membership shall be replaced by the Arizona Early Childhood Development and Health Board after a public application process and with the input of the Regional Partnership Council.

Adopted July 1, 2009

Revised \_\_\_\_\_