



**Wisconsin Academy of Family Physicians
Board of Directors Attendance Policy**

Purpose

This policy is intended to support full contribution of all board members. All board members receive a copy of this official policy.

Definition of a Board Attendance Problem

A board attendance problem occurs if any of the following conditions exist regarding a board member's attendance to board meetings:

1. The member has an un-notified absence ("un-notified" means the member did not call or email ahead to the WAFPP office before the upcoming meeting to indicate they would not be in attendance).
2. The member has two notified absences in a row.
3. The member misses a total of two board meetings in a twelve-month period.
(Includes any combination of un-notified or notified absences)

Active participation by phone or video call is considered attending a meeting.

Action Pending a Board-Attendance Problem

If a board-attendance problem exists regarding a member, the Board Chair will promptly contact the member to discuss the problem. The member's response will be shared by the Chair with the executive committee at the next executive committee meeting. During that meeting, the executive committee will decide what actions to take regarding the board member's future membership on the board. If the executive committee decides to terminate the board member's membership, termination will be conducted per this policy. The executive committee will promptly initiate a process to begin recruiting a new board member.

Board Policy Approved: 10/7/23