

METROPOLITAN EMPLOYEES BENEFITS ASSOCIATION AND TRUST

Board Governance Policy Handbook

TRUSTEE ATTENDANCE POLICY

In order for the MEBA Board to meet quorum requirements and enact the work of the Trust, the Board of Trustees establishes the following Trustee Attendance Policy for scheduled Board of Trustee meetings.

1. Definitions

- a. This policy applies to Trustees and Alternate Trustees.
- b. Attendance at a Board meeting shall mean a Trustee is physically present at the meeting.

2. Board Meeting Notification

- a. The MEBA Administrator will notify Trustees of Board Meetings one week prior to the Board Meeting.
- b. It is the responsibility of the Trustees to respond to the Trust Administrator within two days of meeting notification regarding their attendance at the upcoming board meeting.
- c. The administrator will notify the Chair and/or Co-chair (Labor and Management) if a Trustee does not respond, and/or the responses from Trustees do not satisfy quorum requirements.

3. Attendance Requirements

- a. If any Trustee fails to attend four scheduled board meetings in a calendar year, he or she may be subject to removal from office by the Board of Trustees.

4. Removal from Office

- a. After the third absence and prior to removal from office, the Board Chair or Co-chair shall notify the Trustee in writing that their failure to maintain the minimum requirements as set forth in this attendance policy has jeopardized their continuance as a Trustee. The Trustee's appointing authority shall be notified by copy of the letter to the Trustee.
- b. If a Trustee is removed by Board action, the Board shall notify the individual and the appointing authority in an instrument of writing, within five business days.

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5. Trustee Replacement

- a. If a Trustee is removed by Board Action, it shall be the responsibility of the governing caucus (Certificated, Classified, or Management) to appoint an appropriate replacement from one of the MEBA member districts or labor units according to the MEBA vacancy procedures. The newly appointed Trustee shall finish out the term of the Trustee being replaced.

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