



**VERMONT  
GOVERNMENT FINANCE OFFICERS' ASSOCIATION  
ADMINISTRATIVE POLICY**

**SUBJECT: BOARD OF DIRECTORS ATTENDANCE POLICY**

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- I. STATEMENT** – This procedure covers the guidelines for establishing an Attendance Policy for the VTGFOA Board of Directors meetings.
- II. DEFINITIONS**  
*Board of Directors* – The Board of Directors shall consist of up to ten elected members of the VTGFOA including its President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, and Treasurer.
- III. PROCEDURE**
- A. Meeting Attendance**
1. Attendance at the Board of Directors meetings is crucial to the proper operation of this organization.
  2. Every member shall make a conscious effort to attend all meetings.
  3. The Secretary of the board is responsible for taking attendance at all board meetings and sending that information to the board with the minutes.
  4. It is understood that a member of the Board of Directors may not be able to attend a meeting from time to time. The Board of Directors member shall notify the President as soon as practical that they will not be able to attend the meeting.
- B. Meeting Absences**  
After missing three consecutive meetings or four meetings for the year, the Board of Directors shall take at least one of the following steps.
1. Offer the Board member an opportunity to start attending the meetings and participate in the operation of the organization.
  2. Ask the Board member to resign from the Board.
  3. Take a vote of the Board to remove the member from the Board of Directors.
- IV. COMMENTS** – The intent of the Board of Directors is to maintain adequate attendance at meetings so that thoughtful discussions can occur and decisions can be reached by a well-informed group that is active in the operation of the organization.

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