NEW ENGLAND STATES
GOVERNMENT FINANCE OFFICERS ASSOCIATION

ADMINISTRATIVE POLICY

SUBJECT:	**BOARD OF DIRECTORS ATTENDANCE POLICY**
ADOPTED:	June 18, 2010
AMENDED DATE:	June 10, 2011, June 14, 2013; June 18, 2015; June 8, 2018, June 7, 2019, June 9, 2023
REVIEW DATE:	June 5, 2025 No Change

I. **PURPOSE** – The New England States GFOA has set forth the following guidelines as it pertains to expected meeting attendance of members of the Board of Directors (BOD). It is the intent of the NESGFOA Board of Directors to maintain adequate attendance at all meetings to ensure that all States have adequate representation as well as ensuring that thoughtful discussions can occur and decisions can be reached by a well-informed group that is active in the operation of the Association.

II. **PROCEDURE**

a. Board Meeting Attendance – Attendance at the Board of Directors meetings of the NESGFOA is crucial to the proper administration of this organization.

1. Every member shall make a conscious effort to attend all meetings in person or other electronic format (phone, Skype, etc.).
2. The schedule is as follows, with meetings every September, November, January, April and June. The BOD will strive to set the meeting dates at the September meeting.

b. Non-Attendance - It is understood that a member of the Board of Directors may not be able to attend a meeting from time to time due to other responsibilities that may be unanticipated. The BOD member shall notify the President as soon as practical that they will not be able to attend the meeting.

c. Meeting Absences - After missing three consecutive meetings, the Board of Directors shall take at least one of the following steps:

1. Offer the BOD member an opportunity to start attending the meetings and participate in the operation of the organization.
2. Ask the BOD member to resign.
3. Take a vote of the BOD to remove the member from the Board.

d. **Vacancies** – Pursuant to the Associations by-laws, when a vacancy occurs on the BOD, the State chapter affected by the vacancy shall appoint a representative to fill the unexpired term of its former representative. If a vacancy occurs in the positions of Treasurer or Secretary, the position shall be appointed by vote of the Board of Directors.

III. **ANNUAL REVIEW**

It is the intent of the NESGFOA Board of Directors to review this policy annually and update as necessary.