

**Ottawa County Human Services Coordinating Council  
Operating Guidelines Manual**

**Title:** Attendance  
**Guideline #:** MM - 100  
**Effective:** August 23, 2006  
**Revised:** None

**Purpose:** To provide guidance regard what is expected of members regarding attendance and to provide a procedure for reproof due to lack of attendance

**Applicability:** Staff, Board Members, and Executive Committee

**Definitions:** None

**Guideline:** Members must regularly attend meetings. If a member has to miss a meeting, a designee representative may be appointed by the member. Notification of this substitution should be provided to the coordinator prior to the meeting. Members who miss three (3) consecutive meetings will be contacted to ascertain their interest in continued participation.

**Procedure:** Staff will maintain a record of attendance at each meeting. This record will reviewed by the general membership at the annual meeting. Staff will report any member in breach of the guideline to the executive committee. Any member missing three consecutive meetings or deemed by the executive committee as having poor attendance will be contacted by the Chair via telephone and/or letter to ascertain the interest and ability to continue participation. The member organization may be asked to appoint another representative from the organization that can attend the meetings regularly, who has the authority to represent the organization and will actively participate. Such action will be noted in the executive committee minutes.