

 policy statement ELECTRIC BOAT MANAGEMENT ASSOCIATION	APPROVED	NUMBER
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SUBJECT		
BOARD OF DIRECTORS' ATTENDANCE AT BOARD MEETINGS		

PURPOSE

To establish a policy which will provide direction to a Board member on attendance at scheduled board meetings.

DEFINITIONS

Attendance: Number of times a Board member attends scheduled board meetings.

GENERAL

If a board member is unable to attend a scheduled board meeting, he or she is to notify the Chairperson of the Board or the Alternate Chairperson, before the meeting convenes, with the reason for his/her absence. Board members, who are showing a tendency not to attend board meetings, will be asked to discuss his/her attendance and explain their intention for the future. The Board of Directors shall use discretion as to the acceptance of the reason for the absence.

Meeting in person is preferred as it includes personal interaction, viewing information brought to the meeting, and it is more focused on the Board of Director's discussion. When a Board member is unable to attend a meeting in person due to being at a remote site (e.g., Quonset Point, Newport Engineering Office, Washington Engineering Office), the member should provide sufficient notice to the Chairperson who may consider the feasibility of using EB web-based conferencing and/or teleconferencing to include the remote participant(s). Board members participating in the meeting remotely are expected to make necessary arrangements to have access to a phone and a computer on the EB unclassified network as well as being in a private office or conference room isolated from distractions and non Board members.

The Chairperson of the Board shall have the responsibility to review the attendance on a quarterly basis and recommend appropriate action to the Board of Directors as per Article IV, Section 6 of the EBMA By-Laws.