

LLPOA Policy and Procedure Director Attendance Policy

A key expectation of members of the Lake LeAnn Property Owners' Association Board of Directors is attendance at regularly scheduled board meetings, generally held every month. Directors shall not be permitted to miss more than four (4) regularly scheduled monthly Board meetings in any 12-month period.

Recognizing that board participation is a voluntary service, and that board members will have legitimate business, family and social needs that conflict from time to time with regularly scheduled board meetings, it is the policy of the LLPOA to balance both the expectation of regular attendance and these potential conflicts.

Toward that end, the Board of Directors has established an attendance policy for board members:

- A Board member is expected to attend at least eight regularly scheduled board meetings in the course of a year. This provides for up to four absences during the course of a year.
- Board members are expected to notify the LLPOA office that they will not be able to attend a regularly scheduled meeting by no later than noon on the day of the meeting. These directors will be charged with an absence.
 - In the event that a majority of directors have notified the office that they will not be attending, and the meeting is cancelled in advance of its scheduled time due to a lack of quorum, the directors who submitted their notification will still be charged with an absence.
 - In the event that a meeting is cancelled for other reasons (e.g. inclement weather), no board members are charged with an absence.
 - In the event a meeting is cancelled, Board members will be notified as soon as possible.
- The LLPOA office will notify Board members in writing when they have incurred three absences during the course of a year, and then again on the occurrence of the fourth absence.
- A Director who misses more than four (4) regularly scheduled monthly Board meetings in any 12 month period shall be automatically removed without the opportunity to be heard or otherwise appeal the removal and that director will be notified in a written letter from the LLPOA Office.