

POLICY 135 TRUSTEE ATTENDANCE

The Board of Education recognizes the importance of trustee attendance at all board meetings. The Board expects trustees to attend all board meetings, and any committee meetings where they act in an official capacity.

The importance of regular attendance is reflected in the *School Act*, whereby “If a trustee is continuously absent from board meetings for a period of three (3) consecutive months, unless the absence is because of illness or with the leave of the Board, the office of the member is deemed to be vacant and the person who held the office is disqualified from holding office as a trustee until the next general school election.”

Trustees will adhere to the guidelines and expectations for attendance in accordance with this policy.

Guidelines

1. Trustees shall receive proper notice of, and are expected to attend, all regular and special board meetings and the committees on which they serve.
2. A *Register of Trustee Attendance* at regular and special board meetings, as well as committee meetings, will be established and maintained by the Secretary-Treasurer. This register will be available to the public on request. Attendance records for all meetings shall record instances where trustees are required to arrive late or leave prior to adjournment. Meeting minutes shall note when trustees have advised the Board Chair of their inability to attend a meeting (e.g. illness, work commitment, approved Board business).
3. A trustee who is absent from a meeting while acting on approved Board business or while serving as an officer of a Trustee Association will be granted credit for attendance at meeting(s).
4. The Board Chair may excuse the absence of trustees in special situations and the absence will be so recorded.
5. A trustee who is absent from a meeting outside of the guidelines outlined in 3 and 4 will incur a deduction of \$400 from their remuneration for each missed meeting.
6. The Chair and Vice-Chair will periodically review the attendance records and will discuss any attendance problems with the trustee(s) concerned.
7. Continuing attendance problems will be brought to the attention of the Board.
8. In the event of a vacant seat, the Board will determine whether or not a by-election will be required to fill the seat.

References: School Act [RSBC 1996, Part 4, Division 6, Section 52(2)]

Date Adopted: July 11, 2018

Date Amended: June 17, 2025, May 21, 2019