

Committee Attendance Policy and Procedures

Policy: The ACC Committee Attendance Policy as set forth across all committee charters provides that any member who fails to attend two (2) consecutive regular meetings without valid written reason (as judged by the Governance Committee) shall be asked to step down from the committee.

Procedures:

- If a committee member misses a meeting without notifying the committee chair of a valid reason for the absence, the committee chair will email the committee member to acknowledge the unexcused absence and inform him/her that failure to attend the next committee meeting without an excuse will result his/her removal from the committee.
- If the committee member misses the next meeting without notifying the committee chair of a valid reason for the absence, then the committee chair will inform the committee member that the Governance Committee Chair is being informed about the committee member's two (2) consecutive unexcused absences for action pursuant to the Attendance Policy, and the committee chair will notify the Governance Committee Chair accordingly along with any relevant documentation.
- The Governance Committee Chair will review all documentation and confirm whether the removal of the committee member is appropriate consistent with the Attendance Policy. If so, then the Governance Committee Chair will issue a written notification to the committee member regarding his/her removal from the committee. The committee chair, committee staff liaison, and Nominating Committee staff liaison will also receive a copy of the notification.
- Unless otherwise set forth in the Bylaws or in a committee's charter, the committee member vacancy will be filled by the Nominating Committee, pursuant to Article VI, Section 7 of the ACC Bylaws or Article V, Section 6 of the ACCF Bylaws.¹

¹ Historically, off-cycle appointments are only made by the Nominating Committee in the event of a committee chair vacancy, and Committee member vacancies are filled during the next committee nominations cycle.