



POLICY 2.08

COUNCIL GOVERNANCE

Meeting Attendance

POLICY INTENT

Whereas the successful representation of AUSU members relies on the active participation of all councillors, and full attendance at council and committee meetings is the foundation of councillor participation, this policy outlines the responsibilities of councillors regarding attendance and how issues of absenteeism are to be addressed.

POLICY RESPONSIBILITY

Council

POLICY

- 2.08.01 “Meetings”, for the purpose of this policy, includes any AUSU council or committee meeting scheduled with notice of 7 days or more.
- 2.08.02 A councillor's attendance status at any meeting shall be defined as one of the following:
- present;
 - late;
 - absent with regrets;
 - absent with regrets – on AUSU business;
 - absent with regrets – on vacation; or
 - absent.
- 2.08.03 A councillor who is present at a meeting at the time it is called to order, shall be marked as "present" in the official meeting minutes.
- 2.08.04 Councillors who arrive more than 15 minutes after the meeting time or after half of the meeting has elapsed, whichever is shorter, shall be marked as "late" in the official meeting minutes.
- 2.08.05 A councillor shall notify the president or the applicable meeting chair if they are not able to be present at a meeting, and include an explanation for non-attendance. Councillors who provide at least 48 hours' notice shall have their attendance marked as "absent, with regrets" in the official meeting minutes.
- 2.08.06 Councillors who are not able to be present at a meeting because they are engaged in other AUSU business shall have their attendance marked as absent with regrets – on AUSU business in the official meeting minutes.

- 2.08.07 Councillors who are not able to be present at a meeting because they are on vacation from AUSU duties as outlined in the policy on councillor responsibilities shall have their attendance marked as absent with regrets – on vacation in the official meeting minutes.
- 2.08.08 If a councillor has noteworthy periods of absence or inactivity during the meeting or arrives after a substantial portion of the meeting business has been addressed, the chair may move that the member be marked as "absent" in the official meeting minutes.
- 2.08.09 An attendance status of "absent, with regrets" or "late" shall count as two-thirds of a full absence and an attendance status of "absent" shall count as one full absence.
- 2.08.10 An attendance status of "absent with regrets – on AUSU business" or "absent with regrets – on vacation" shall not count as an absence.
- 2.08.11 If a meeting is cancelled or rescheduled because the chair cannot be present for reasons other than being on AUSU business, the chair shall be marked as one full absent if there is less than 48 hours' notice and 2/3 absent if greater than 48 hours' notice.

Documentation

- 2.08.12 A document containing the accrued meeting absences for all councillors shall be kept on the shared drive and available to all councillors.

Motion for Removal

- 2.08.13 If a councillor accrues two or more full absences within any consecutive twelve-month period, a motion for their removal from council shall be placed on the agenda for the next council meeting.
- 2.08.14 Councillors shall be notified of the motion by email, which shall include:
- a) information about the absences included in the motion (dates, meetings, type of absence, points assessed); and
 - b) the wording of the motion that will be on the agenda.
- 2.08.15 The councillor is entitled to present a defense/rebuttal to the motion in writing to council and has the option to be present for and participate in the council discussion of the motion for their removal; however, council will not discuss the motion in any way prior to the motion being duly put forward at a council meeting.
- 2.08.16 Council discussion of the motion shall be in-camera.
- 2.08.17 The council vote will be held as a secret ballot to be conducted in a manner agreed upon by council.
- 2.08.18 A 2/3 majority is required to pass a motion of removal from council.
- 2.08.19 A resignation from council shall not halt these proceedings.

Disclosure

- 2.08.20 Disclosure of the motion and its results shall follow the process outlined in Policy 2.04 Council Governance: Discipline Process, under the heading of Disclosure.

RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS

This Policy References:

AUSU Policy 2.04 Council Governance: Discipline Process

This Policy is Referenced by:

AUSU Policy 2.16 Council Governance: Email Voting

Forms:

None

POLICY HISTORY

Original Approval Date: October 23, 1999

Last Review Date: February 13, 2018 (informal)

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