



POLICY 2.08
COUNCIL GOVERNANCE
Meeting Attendance

POLICY INTENT

Whereas the successful representation of AUSU members relies on the active participation of all councillors, this policy outlines the responsibilities of councillors regarding attendance and how issues of absenteeism are to be addressed.

POLICY

- 2.08.01 “Meetings,” for the purpose of this policy, includes any AUSU council or committee meeting scheduled with notice of seven days or more. This includes public council meetings, AUSU committee meetings - with exception to the executive committee meetings, annual council retreat, and the annual general meeting.
- 2.08.02 A councillor's attendance status at any meeting shall be defined as one of the following:
 - a. present;
 - b. late;
 - c. absent – on AUSU business; or
 - d. absent.
- 2.08.03 A councillor who is present at a meeting at the time the meeting 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 is called to order shall be marked as "late" in the official meeting minutes.
- 2.08.05 A councillor who is not able to attend a meeting due to other AUSU business will be marked as absent – on AUSU business, and will not be documented as absent.
- 2.08.06 In the case of a councillor absence, the councillor shall provide as much reasonable notice as possible to the meeting chair prior to the meeting.
- 2.08.07 A councillor who is not able to attend a meeting is encouraged to send feedback on the meeting materials to council or committee members, prior to the meeting.
- 2.08.08 If a councillor has noteworthy periods of absence or inactivity during a meeting, the chair or a voting member may move that the member be marked as "absent" in the official meeting minutes.

- 2.08.09 If the chair of a committee is absent from a meeting, then the committee may choose to appoint either the executive director or another committee member as chair for that particular meeting, unless otherwise stated in policy or bylaw.

Absent or Late

- 2.08.10 In the event that a councillor is marked as “late” three times within either the first or second year of a council term, then an agenda item shall automatically be placed on the executive committee agenda for discussion. It is then the decision of the executive committee if they wish to place a motion for removal on the next council meeting agenda, as outlined in 2.08.20-2.08.28.
- 2.08.11 If a councillor accrues two consecutive meeting absences, then an agenda item shall automatically be placed on the executive committee agenda for discussion as outlined in this policy. It is then the decision of the executive committee if they wish to place a motion for removal on the next council meeting agenda, as outlined in 2.08.20-2.08.28.
- 2.08.12 In the case of the annual council retreat, a councillor will still accrue absences for each day, however, missing both dates will not trigger an executive committee agenda item as per 2.08.13. A subsequent or prior absence in conjunction to an absence at the annual council retreat will trigger an executive committee agenda item, as per 2.08.13.
- 2.08.13 If a councillor accrues three total meeting absences or instances of lateness within either the first or second year of a council term, an agenda item shall automatically be placed on the next executive committee meeting agenda for discussion as outlined in this policy.. It is then the decision of the executive committee if they wish to place a motion for removal on the next council meeting agenda, as outlined in 2.08.20-2.08.28.
- 2.08.14 If a councillor accrues six total meeting absences within either the first or second year of a council term, an automatic motion for removal shall be placed on the next council meeting agenda, as outlined in 2.08-20-2.08.28.

Documentation

- 2.08.15 A document containing the accrued meeting absences and instances of lateness for all councillors shall be kept on the shared drive and made available to all councillors.
- 2.08.16 Accrued absences and instances of lateness shall be kept on record.

Executive Committee Meeting Discussion

- 2.08.17 When an attendance motion is placed on an executive committee agenda, the councillor will be notified, and the executive committee will review the case and decide if the case for removal has merit and should go forward to council.
- 2.08.18 The executive committee will review the circumstances that surround the motion. The councillor’s overall engagement will be considered in order to identify if the attendance matters are one-time events or if they demonstrate a pattern of neglect.

- 2.08.19 The executive committee may reach out to the councillor for additional information before making a decision on the motion.

Motion for Removal

- 2.08.20 A motion for removal is placed on the next council agenda if:
- a. a councillor accrues six total absences over a council term year;
 - b. the executive committee approves a motion based on section 2.08.10, 2.08.11, or 2.08.13; or
 - c. a councillor requests a motion be added relating to section 2.08.10, 2.08.11, or 2.08.13.
- 2.08.21 Councillors shall be notified of the motion by email, which shall include:
- a. Information about the absences or instances of lateness included in the motion (dates, meetings); and
 - b. the wording of the motion that will be on the agenda;
- 2.08.22 The councillor is entitled to present a defense/rebuttal to the motion in writing to council and has the option to present their case at the beginning of the in-camera 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.
- 2.08.23 Council discussion of the motion shall be in-camera, during which the accused will be excluded from attending or participating in the deliberation of council prior to the vote.
- 2.08.24 The council vote will be held as a secret ballot and will be conducted in a manner agreed upon by council.
- 2.08.25 A 2/3 majority is required to pass a motion of removal from council.
- 2.08.26 A resignation from council shall not halt these proceedings.
- 2.08.27 If a councillor has been absent or late three times during a council term and a motion for removal is not brought forward to council, any further absences or instances of lateness will result in an automatic discussion item being placed on the agenda for the next executive committee meeting, as outlined in 2.08.10.
- 2.08.28 If a councillor has missed six total meetings over a council term year and a motion for removal is defeated, any further absences that year will result in an automatic removal from council.

Disclosure

- 2.08.29 Disclosure of the motion and its results shall follow the process outlined in Policy 2.04 Discipline, under the heading of Disclosure.

RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS

This Policy References

Policy 2.04 Discipline

This Policy is Referenced by

Policy 2.16 Email Voting

POLICY RESPONSIBILITY

Council

POLICY HISTORY

Original Approval Date: October 23, 1999

Last Review Date: March 9, 2020

Review by Date: March 2022