

CENTRAL COAST REGIONAL DISTRICT  
POLICIES

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**E-5 - Directors Attendance at Board Meetings**

**Preamble:** The present Board consists of only 5 directors. Directors are absent for reasons of health, transportation, out-of-area work or other reasons. A missing director at any Board meeting diminishes public representation and the quality of decision-making.

**Policy:** That all directors undertake to ensure quality representation for their electoral area, and commit to making every effort to attend all regular meetings of the board.

In the event that the director cannot attend, the director should give as much advance notice as possible to the alternate director. Staff should also be advised as soon as possible if a director is not able to attend and if the alternate director will attend the meeting. The director will make available to the alternate director the agenda and all meeting materials.

In the event the alternate is not able to attend, the director should discuss the key agenda items either with the Chairperson or the Chief Administrative Officer in advance of the meeting.

**Date:** September 14, 1993  
**Reviewed:** February 11, 2004  
**Amended:** November 15, 2012  
**Amended:** November 13, 2015