



MT Council on Developmental Disabilities  
Policy # 2.5  
Adopted June 19, 2008

**MEMBER ATTENDANCE POLICY**

Each Council member is expected to attend all regularly scheduled meetings of the full Council, unless the member is excused by the Council. Member attendance shall be recorded each time a meeting is called to order and Council staff will maintain documentation of attendance for Council members.

Attendance at a meeting of the Council is defined as being present when the meeting is called to order and remaining at the meeting until its conclusion. Members are expected to be present for the entirety of the meeting.

To be excused by the Council, the Council Member being excused, or, if the Council Member is incapacitated, his/her family member or surrogate must provide the Council notice in advance of the regularly scheduled meeting that the Council Member will not be in attendance. Notice may be given by informing the Council staff of the Council Members upcoming absence through the following means: (1) telephoning the Council staff, (2) sending an email to the Council staff, or (3) mailing a written notice to the Council offices. The Notice must explain the Members reason for nonattendance.

Members are considered inactive when they have missed more than two (2) consecutive Council meetings without being excused, two (2) consecutive committee meetings without being excused or five successive regular Council Meetings with or without being excused by the Council. The Executive Director will send a "Notice of Inactive Status" to each inactive member within fourteen (14) days of the member becoming inactive.

Inactive members will not be permitted to actively participate or vote at Council meetings until their inactive status is removed through the process described below.

An inactive member must respond to the "Notice of Inactive Status", in writing, within thirty (30) days of the date of the Notice in order to remain on the Council.

The inactive member's response must contain a statement of the inactive member's desire to remain on the council and must fully explain the member's unexcused absences.

An inactive member's response complying with the above-stated requirements will be reviewed by the Governance committee at its next regular meeting. At that meeting, the Governance committee will draft a formal recommendation to the full Council stating whether or not the inactive member should be reinstated as an active member of the Council. During the next regularly scheduled full council meeting, the Governance committee's recommendation will be reviewed and the Council may, by a majority vote, accept the recommendation of the Governance committee or the Council may choose not to accept the Governance committee's recommendation.

If the Council declines to reinstate the active status of an inactive Council Member, the Executive Director of the Council shall notify the Governor, within ten (10) days after the conclusion of the Council's decision, that the Council recommends that the member be replaced.

The Executive Director will also notify the member of the Council's recommendation for replacement to the Governor and the reason for the recommendation.