

Member Attendance Policy

Purpose of the Policy:

IMII encourages ongoing and full participation on the part of all members of the IMII Board of Directors, Board Committees, Panels and Steering Committees. Regular attendance on the part of IMII members is pivotal to the success of IMII and this policy is intended to encourage the active participation of Board, Board Committees, Panel and Steering Committee members.

Standards and Expectations:

IMII members are expected to attend all IMII meetings and regularly attend meetings of the Board, Board Committee, Panels and Steering Committee on which they have agreed to serve, providing that it is understood that on some occasions absence from a meeting is required and meetings may conflict with other duties of members, and in both cases, the member shall advise the IMII of the circumstances. Members shall be expected to attend to their responsibilities diligently and to the best of their ability.

In the event that a member of the IMII Board of Directors, Board Committees, Panels and Steering Committees is unable to attend a regularly scheduled meeting, he/she may designate an alternate to attend that meeting by notifying the Executive Director or Board Chair prior to the meeting.

Implementation Procedures:

The IMII staff shall track attendance at meetings on an ongoing basis.

- After a Board Member misses two consecutive regularly scheduled meetings without designating an alternate to attend the meeting on their behalf, the Board Chair shall discuss the issue with the IMII Board Member.
- After a Board Member misses three consecutive regularly scheduled meetings without designating an alternate to attend the meeting on their behalf, the Board Chair shall discuss the issue with the Organization or Group of Organizations which name the IMII Board Member for appointment to the Board.
- After a Panel and/or Steering Committee member misses two consecutive regularly scheduled meetings without designating an alternate to attend the meeting on their behalf, IMII management will discuss the issue with that member.
- After a Panel and/or Steering Committee member misses three consecutive regularly scheduled meetings without designating an alternate to attend the meeting on their behalf, IMII management will discuss the issue with the Board member of that organization.