



*Live Well. Health Matters.*

**POLICY TITLE:** ATTENDANCE AT MEETINGS

**POLICY NUMBER:** 2040

**COMMITTEE APPROVAL DATE:** 06/13/2023

**WRITTEN/REVISED BY:** T. BAKALY

**BOARD APPROVAL DATE:** 07/26/2023

**SUPERSEDES:** 11/20/2019

---

**POLICY:**

**2040** It is the policy of the Beach Cities Health District (“District”) Board of Directors that members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

**GUIDELINES:**

**2040.1** Good cause for absence, including late arrivals or early departures, includes temporary illness or other unavoidable circumstances of which the President of the Board is notified prior to the meeting. Good cause also includes Board authorized meeting absences such as attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency in order to participate in an official capacity.

**2040.2** A Board Member who will be absent for good cause may notify the President by electronic transmission (email), telephone communication, or letter. The President shall notify the Chief Executive Officer and the Board of all absences that are excused for good cause. The minutes shall indicate whether an absence was excused.

**2040.3** A vacancy shall occur if any member ceases to discharge the duty of his/her office for the period of three consecutive regular meetings of the Board, or from three of any five consecutive meetings of the Board and the Board by resolution declares a vacancy exists on the Board (District By-laws, Article III, Section 6).