

Valleywise Health Administrative Policy & Procedure

Effective Date: 11/22

Reviewed Dates: 00/00

Revision Dates: 06/24

Policy #: 89104 T

**Policy Title: Valleywise Community Health Centers Governing Council
Members Attendance Expectations**

Scope: **District Governance (G)**
 System-Wide (S)
 Division (D)
 Multi-Division (MD)
 Department (T)
 Multi-Department (MT)
 FQHC (F)

Purpose:

The purpose of the policy is to help ensure that Valleywise Community Health Centers Governing Council (Governing Council) members contribute their experiences and expertise to the oversight of the Federally Qualified Health Centers (FQHCs) by understanding the importance of attending and participating in Governing Council meetings.

Definitions:

Absence: Failure to attend at least 50% of a Governing Council meeting.

Excused absence: An absence approved by the Governing Council as an extenuating circumstance that does not count toward a Governing Council member's attendance record.

Extenuating circumstance: A nonrecurring event that is beyond the Governing Council member's control

Meeting: The gathering, in person or through technological devices, of a quorum of the members of the Governing Council at which they discuss, propose, or take legal action.

Member: Member of the Valleywise Community Health Centers Governing Council

Policy:

Serving on the Governing Council requires commitment and dedication to the organization. Members are expected to add regularly scheduled Governing Council meetings on their personal calendar to avoid scheduling other meetings during that time.

It is recognized that members may be unable to attend some meetings from time to time. It is incumbent upon members to advise the Governing Council Chair when they are unable to attend a meeting.

Members need to attend more than 50% of a Governing Council meeting to be counted as present for the meeting.

If a member missed more than 1/4 of Governing Council meetings within a rolling twelve-month period, it is considered a violation of Article III, Section II of the Valleywise Community Health Centers Governing Council Bylaws and is cause for removal from the Governing Council.

Procedure:

1. If a member is unable to attend a Governing Council meeting, they need to notify the Governing Council Chair with as much notice as possible to ensure that a quorum will be established for said meeting.
 - a. Method of contact to notify the Governing Council is to be determined by the Governing Council and needs to be made clear during a Governing Council meeting to be reflected in the minutes.
2. Members may be absent from a Governing Council from time to time. Some reasons that are not considered extenuating circumstances:
 - a. Vacation
 - b. Social events
 - c. Commuting issues
 - d. Minor illness
 - e. Work commitments
 - f. Other voluntary work commitments
3. Members that are absent due to an extenuating circumstance may request that the Governing Council excuse the absence. The following may be considered an extenuating circumstance:
 - a. Bereavement of immediate family member or domestic partner
 - b. Court or administrative proceeding
 - c. Acute illness
 - d. Life threatening illness of immediate family member or domestic partner
 - e. Victim of a crime

4. To request an excused absence, the member needs to contact the Governing Council Chair, explaining the justification for the absence to be considered an extenuating circumstance.
 - a. The Governing Council Chair will ask the member how much information, if any, can be shared with the Governing Council for its consideration in excusing the absence.
 - b. The Governing Council Chair will direct the clerk to add the request for excused absence to the next regularly scheduled Governing Council meeting agenda.
5. If a member is in jeopardy of breaching the attendance requirements, the the Governing Council Chair will consult with them to discuss the matter.
6. If a member is absent from 1/4 or more of Governing Council meetings, they will be asked to resign. If the member fails to resign, the Governing Council Chair will recommend to the entire Governing Council that the member be removed.
7. The member who is to be removed will be sent a letter via the United States Postal Service (USPS) certified mail, giving the reason for the removal. The letter will include the place, date, and time of the Governing Council meeting when the vote for removal will occur.
 - a. During the meeting, the member in question may address the Governing Council or give reasons for their opposition to their removal in a written statement read by the Governing Council Chair at the meeting.
8. A 2/3 majority of the Governing Council is required to remove a member from the Governing Council.
 - a. If the member isn't present for the vote, they will be notified via USPS certified mail of the final consideration and action.
 - b. If the vote is in favor of removal, the member will be removed immediately from the Governing Council.

References:

Valleywise Community Health Centers Governing Council Bylaws

Valleywise Health Policy & Procedure - Approval Sheet
(Before submitting, fill out COMPLETELY.)

POLICY RESPONSIBLE PARTY: Melanie Talbot, Chief Governance Officer and Board Clerk

DEVELOPMENT TEAM(S): Clerk's Office

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Policy Title: Valleywise Community Health Centers Governing Council Members Attendance Expectations

e-Signers: Melanie Talbot, Chief Governance Officer and Board Clerk

Place an X on the right side of applicable description:

New - X

Retire -

Reviewed -

Revised with Minor Changes -

Revised with Major Changes - x

Please list revisions made below: (Other than grammatical changes or name and date changes) Removed references to committees

List associated form(s): (If applicable)

Reviewed and Approved by in Addition to Responsible Party and E-Signer(s):

Committee: 00/00

Reviewed for EPIC: 00/00

Other: 00/00

Other: Valleywise Community Health Centers Governing Council 06/24