

## **Valleywise Health Administrative Policy & Procedure**

**Effective Date:** 11/22

**Reviewed Dates:** 00/00

**Revision Dates:** 06/24, 02/25

**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)**

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### **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.

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 Clerk 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 25% 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 shall be removed from the Governing Council.

### **Procedure:**

1. If a member cannot attend a Governing Council meeting, they need to notify the Clerk by email with as much notice as possible to ensure that a quorum will be established for said meeting.
  - a. The email should be sent to [District.Clerks@valleywisehealth.org](mailto:District.Clerks@valleywisehealth.org)
2. If a member is in jeopardy of breaching the attendance requirements, the Governing Council Chair will consult with them to discuss the matter.
3. If a member is absent from 25% or more of Governing Council meetings, they will be asked to consider resigning. If the member does not resign, the Governing Council Chair will ask the entire Governing Council to vote on removal due to excessive absences.
4. The member who is to be considered for removal will be sent a letter via the United States Postal Service (USPS) certified mail, giving the reason the Governing Council is considering their 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.
5. 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