



Subject: Board Member Attendance

Effective Date: 05/08/2025

Approved By: Board of Directors

Policy: 3011

Purpose: This policy establishes clear expectations for attendance and participation of members of the Board of Directors of Springs Public Schools Tennessee in order to ensure effective governance and accountability.

Policy Statement: Regular attendance at board meetings is essential for informed decision-making, maintaining quorum, and fulfilling fiduciary and oversight responsibilities.

Attendance Expectations:

- Board members are expected to attend all regularly scheduled and special meetings of the Board.
- Participation may be in-person or via an approved remote method (e.g., conference call, video conferencing) as permitted under the bylaws and the Tennessee Open Meetings Act.

Automatic Removal for Excessive Absences:

In accordance with Article III, Section 5 of the Bylaws, a board member shall be **automatically removed from the Board without the need for a separate action item vote** if they meet either of the following criteria:

- Absence from **three (3) consecutive meetings**, regardless of cause; or
- Absence from **five (5) meetings within a calendar year**, regardless of whether the absences are consecutive.

The removal shall be recorded in the minutes of the subsequent board meeting and treated as a vacancy under Article III, Section 5 of the Bylaws. The Board may then fill the vacancy in accordance with standard procedures.

Notification and Documentation: The Board Secretary shall maintain an attendance log and notify any member upon reaching two consecutive absences or four total absences in a calendar year. This notice is a courtesy and not a condition of removal.

Exceptions: Under extraordinary circumstances (e.g., medical emergency, military service), the Board may, by majority vote, waive the application of this policy on a case-by-case basis. Such waivers must be documented in meeting minutes.



Policy Review: This policy shall be reviewed annually by the Governance Committee and may be amended by a majority vote of the Board of Directors.