



# Policy on Attendance and Absenteeism

DATE OF EFFECT: 11-26-2025

LAST REVISED: 11-26-2025

## PURPOSE & SCOPE

The purpose of this policy is to set clear expectations around attendance and to ensure that the governance of Rural Artists Against Hate (RAAH) remains strong, collaborative, and effective. Expectations serve as agreed upon levels of commitment but are not intended to be onerous or exclude those who may require flexibility due to factors beyond their control. This policy applies to all members of the RAAH Board and Committees.

## ATTENDANCE & ABSENCE

Consistent attendance reflects a Board member's commitment to RAAH and ensures that collective decision-making is informed, inclusive, and accountable. Active participation is a core responsibility of Board service and helps to maintain the integrity of RAAH's governance.

### Expectations

- Board members are expected to attend all regularly scheduled Board and committee meetings. This includes full Board meetings, assigned committee meetings, and any special or strategic sessions.
- Attendance means being present, punctual, and engaged for the full duration of each meeting.
- If a Board member is unable to attend, they must notify the Chair (or Committee Chair, where applicable) in advance.
- Should there be ongoing barriers to attendance that can be remediated with environmental changes, members are encouraged to bring up such topics as opportunities for discussion about equity and inclusion.

### Absences and Absenteeism

Within an operational year:

- If a Board member misses 30% or more of scheduled meetings (Board and committee combined), a check-in will occur to see if their participation is still a good fit for them .

## LEAVE OF ABSENCE

RAAH recognizes that Board and Committee members may face personal or professional circumstances that temporarily prevent them from fulfilling their duties. A formal Leave of Absence (LOA) is a time-bound, pre-approved period during which a member is temporarily excused from attendance and participation requirements.

Should they anticipate that they will miss more than 30% of meetings for personal or professional reasons, the member may choose to submit a written request for an LOA to the Chair (or the Executive Committee, where applicable). To respect confidentiality, privacy, and foster an environment of trust and support, outlining distressing or health reasons is not required. For planning purposes, a request should state start and end dates, any plan for transition of urgent responsibilities, and an anticipated check-in date to update the board on any changes during the LOA.



While on an approved LOA, the member is excused from all attendance requirements and is not counted as absent for any missed meetings during the approved period. They retain their Board/Committee seat but may temporarily surrender voting privileges if necessary to ensure quorum and voting stability.

#### **OVERSIGHT & CONTINUED SERVICE**

Attendance checks will be done once a year. A discussion will be had to determine if absence caused any burden to the Board. If so, a check-in as outlined above will be pursued.

#### **MONITORING & EVALUATION**

The Board will assess whether the policy remains fair, effective, and responsive to the diverse needs and experiences of members, and recommend changes as appropriate.

Evaluation of this policy will occur annually as part of the Board's governance review process.