



# Meeting Attendance

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TO: IHLS Board of Directors  
FROM: Stacey Carter, Board President  
DATE: April 13, 2021  
RE: Meeting Attendance

IHLS values and appreciates the time board members volunteer to serve on the board of directors. For a meeting, a quorum shall be a simple majority of the members and is required to take action on agenda items. Delaying actions can have a detrimental effect on services to IHLS members. Board members occasionally miss meetings due to circumstances beyond their control such as illness, travel schedules, jury duty, or holidays. We ask members to respect the time set aside by other board members and IHLS staff to prepare for and attend meetings by following the guidelines outlined here.

Board members are expected to fulfill the duties imposed on them by the nature of their office.

- Board members are encouraged to enter meeting times in their personal calendars, and to avoid scheduling other meetings during that time.
- Board members must notify the Executive Director if they are unable to attend a board meeting. If a quorum will not be met, the meeting will be rescheduled.
- Participation by Zoom or telephone in case of emergency or illness is acceptable.

When a Board member is absent from a meeting, the following actions will be taken.

- The absence will be recorded, including if the Executive Director was notified of the absence in advance.
- The President shall notify in writing any member missing his or her second meeting.
- Upon a member's third absence, the topic will be included on the agenda for discussion at the next meeting.
- The System Board, by a majority vote may, with a quorum present, declare a Board position vacant if a Director fails to attend three (3) meetings during the fiscal year.

To assure the Executive Director is notified, as required in the bylaws, we have created an email address for members to report their absence from a board or committee meeting. This email address notifies the Executive Director, Executive Assistant, and all staff liaisons. Please use this email address to report anticipated absences: [attendance@board.illinoisheartland.org](mailto:attendance@board.illinoisheartland.org).