

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4100 – ATTENDENCE AT MEETINGS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

4100.1 Members of the Board of Directors are expected to and shall attend all regular and special meetings of the Board unless there is good cause for absence.

To be counted as present for any meeting, Board Members must be present for the duration of the meeting.

Good cause for absence, including late arrivals or early departures, includes temporary illness, work schedule or other unavoidable circumstances of which the Board President, Secretary or General Manager is notified prior to the meeting. Good cause also includes Board authorized meeting absences such as attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency in order to participate in an official capacity. A Board Member who will be absent for good cause may notify the Board President, Secretary or General Manager in person, by electronic transmission (email), telephone communication, or letter. The Board Secretary shall record all absences and late arrivals in the Board meeting minutes.

A vacancy shall occur if a Board Member is absent from three (3) consecutive regular meetings without good cause, except as otherwise provided for by law or as authorized by the Board.