



Maine Library of Geographic Information

Board Attendance Policy

Document Number: 12, Version 4.1

Approved: February 17, 2010

Introduction

Regular “in-person” attendance at the GeoLibrary board and committee meetings is essential in order to maintain continuity and cohesion in the management and governance of the Maine Library of Geographic Information. Technology (teleconferencing and online meeting formats) offers an alternative attendance option. However due to the nature of Board meetings which often include graphic presentations and intense discussions, in-person attendance is strongly encouraged

Purpose

This board attendance policy is intended to encourage regular attendance at GeoLibrary board and committee meetings and to provide procedures to deal with any failures in such attendance. The policy aims to ensure that board meetings will have necessary quorums, and that the business of the board and its committees receives input from the various stakeholder communities represented on the board.

Policy

Board and committee members are expected to demonstrate their commitment to GeoLibrary goals by dependable attendance at meetings of the board or committee(s) on which they sit except when prevented by unforeseeable events. Attendance includes the use of technology to participate in meetings. The attached appendix contains an excerpt of the legislation that governs the board, regarding the board’s purposes and duties (Maine Library of Geographic Information Act. [Heading: PL 2005, c. 12, Pt. SS, x16 (new).]).

Procedures

Board meetings are scheduled on the third Wednesday of the month. The Secretary will endeavor to notify members of forthcoming meetings with meeting minutes and an agenda prior to the set date of the meeting.

Board members may attend meetings via telephone conference or via the Internet. Although regular attendance in person is essential to accomplish the board’s work, the board does recognize individual situations and circumstances that may necessitate attendance online via telephone or the Web. Telephone and online attendance will be more effective if a member remembers to:

- Announce to the meeting if he/she is leaving the meeting before adjournment.
- Identify himself / herself before speaking.
- Operate his or her telephone conference line on “mute,” except when speaking (this will limit distracting outside noises).

In situations where a board member is prevented from attending any board meeting, he / she should notify the Chair or Staff of their intended absence.

Designating an Attendee:

Legislation regarding the board membership (5 M.R.S. §2003(2)) allows certain members to participate through a designee. Such designations must be confirmed in writing to the Board staff, with name and title of the designee. Board members who may designate a substitute are: the DAFS Commissioner; Chief Information Officer; and the two members who are responsible for overseeing GIS functions of a state department.

Attendance Failure

If a board member consistently fails to attend meetings, then the chair shall discuss the member's difficulties with him/her, and attempt to resolve them.

If the board member does not wish to continue on the board, the chair will request that a letter of resignation be given within two weeks. The member's response will promptly be shared by the chair with the entire board at the next board meeting. The board will promptly initiate a process to begin recruiting a new board member

Responsibility

It is the responsibility of the board chair to monitor the attendance of each member and to issue warnings as appropriate.