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Attendance for Volunteer Committees		
Authority: Shorewood Village Board		

Attendance

It should be emphasized that regular attendance at meetings is critical to the effective operation of any Board, Committee, or Commission. Such attendance ensures a steady flow of communication and keeps everyone abreast of current topics under discussion. A member failing to attend three consecutive regular meetings or more than fifty percent of all regular meetings over a calendar year will be subject to removal and/or replacement. All staff liaisons or members of the public should contact the Judiciary, Personnel and Licensing Committee for further review if a committee member violates the attendance requirement. The Judiciary, Personnel and Licensing Committee will then uphold the guidelines outlined in the Removal Section in order to remove a volunteer committee member if action is needed. If a member is unable to attend a meeting because of business, vacation or illness, please advise the chairperson and staff liaison of your board, commission or committee in advance of the meeting. The purpose of this policy is to help assure all Boards, Committees or Commissions can maintain, to the greatest extent possible, a full complement of active, participating members.

Removal

A member may be removed from participating on a Board, Committee or Commission for any reason. The matter will be brought to the attention of the Judiciary, Personnel and Licensing committee for review. Upon review it may be determined that the Judiciary, Personnel and Licensing Committee would meet with the member or the member will be contacted and asked to resign from their appointment. If the member does not voluntarily resign from their appointment, notification will be sent to the member that the matter will be placed on the Village Board agenda for review. Removal of the member requires a 2/3 vote of the Village Board.