

Meeting Attendance

1. The minimum attendance required is four meetings in a three consecutive month period, including Council and home Committee meetings. If there are fewer than three Council meetings or home committee meetings scheduled in a three consecutive month period, the minimum expectation for attendance will be reduced by the number of Council meetings or home committee meetings canceled. Council members are responsible to inform Council Support when they are unable to attend their designated committee, or the Council meeting.

Prior to receiving their Mayoral letter of approval, new members are strongly advised to adhere to the same attendance requirements as current Council members.

2. A Council member will receive a letter of warning if they have not met minimum attendance requirements during the last 3 months. A letter of warning does not change a Council member's voting or membership privileges.
3. A Council member will be automatically placed on probation if they have not met minimum attendance requirements during the last 4 months, and they will be notified of this in writing. Probation means that:
 - the Council member's voting privileges are suspended,
 - the member does not count toward quorum at either Council or home committee meetings, and
 - the member on probation is still entitled to sit at the table and join in discussion.
4. A Council member may be placed on probation by the Membership Committee if the member:
 - Has not attended orientation within sixty days of appointment or made arrangements with Council Support; or
 - Does not respond to written requests for information within a one-month period made by Council Support or the Membership Committee.
5. A member is taken off of probation when the issue resulting in probation is resolved, i.e. when minimum attendance requirements have been met during the last 3 months, or when orientation or communication requirements have been resolved.
6. A member who is absent from Council and home Committee meetings for two consecutive months without communication with Council Staff will be assumed to have resigned.
7. A Council member will be automatically dismissed from the Council after their third month of probation within a twelve month period.
8. Excused absence:
 - Council members shall be entitled to one absence that is excused per quarter for illness or previously scheduled vacation. Excused absences shall be determined by policies established by the Council.
 - In consideration of the need for representation of persons with HIV, those individuals shall be exempt from termination for absences due to HIV-related illness, but not exempt from the requirement to communicate. Any absence which is indicated to Council Support as due to

HIV-related illness will be excused and minimum expectation for attendance will be reduced by that number.

- Leaves of Absence are considered to be excused absences.
 - Council members missing a meeting while attending business related to the Council or due to advocacy on behalf of the Council are considered to be excused absences.
 - All PLWH absent from full Council meetings or sub-committee meetings due to HIV related illness are excused and the absence will not be counted against their attendance requirements. Council members should make a good faith effort to contact Council staff, committee co-chairs or Council Co-chairs prior to their absence.
9. Each month, Council Support staff will report whether Council members are meeting the minimum attendance requirements, whether any members should be placed on probation or removed from probation, and provide an attendance and probation report to the Membership Committee for the prior three months.
10. Council members will be informed that they are placed on probation or assumed to have resigned by written correspondence. Decisions regarding either probation or dismissal, made either automatically or by committee, can be appealed to the Membership Committee.