

# Policy Advisory Council (PAC)

## DRAFT Attendance Policy

Regular participation at PAC meetings is essential in order to achieve maximum effectiveness of the comprehensive PAC membership structure and to facilitate member input and robust discussion on the policy directives presented to the PAC. The following PAC Attendance Policies will be applied to ensure that each PAC member categories and constituencies are consistently represented.

- To be counted present and deemed in attendance at a PAC meeting, the membership must be represented by the primary or the alternate representative, in person or by telephone.
- Please note, telephone participation will be deemed attendance if noted during a second roll call within 15 minutes the start of the meeting. This does not change any policies or practices regarding participation by telephone, which does not currently allow for full participation in agenda materials or discussion.
- Each membership is allowed one (1) absence per year. This applies to the regular quarterly meetings schedule, as well as any special meetings dates or rescheduled quarterly meetings dates – provided that the any special meeting or rescheduled meeting gives at least 3 weeks prior notice of the meeting date. This number of allowed absences may be reconsidered in the future if PAC meetings return to a more frequent meeting schedule.
- Excused absences may be considered on a case by case basis, as an exception to this policy. Considerations for an excused absence will factor in the recourse of alternate representation and telephone participation. Request for an excused absence must be submitted to the PAC Coordinator prior to the meeting start time by email or telephone. The PAC Coordinator (currently David Lor) will advise the representative if that excuse was granted.
- Proxy participation will only be allowed in the event of an excused absence, and with the prior knowledge and consent of the PAC officers. The proxy participation request should be submitted through the PAC Coordinator at the time of the excused absence request.
- If there is no attendance by a membership at a meeting, it will be noted prior to the end of the meeting.
- If there is more than one unexcused absence the membership, both alternate and primary, will be announced as available for replacement by new representatives. The nomination process and details will be announced by the PAC Coordinator.