



PORTLAND DSA

INTERNAL CHAPTER POLICY

Steering Committee Attendance Policy

Approved by membership August 11, 2019

1. Attendance Record

- a. Members of the Steering committee will be considered present at a meeting through either remote or physical attendance if they attend a majority of the meeting. Per the bylaws, the Steering Committee minutes shall record the names of all Steering Committee members present at each meeting.
- b. As per the bylaws, grounds for removal by nonfeasance is defined as two or more consecutive unexcused absences from the Steering Committee. An excused absence would be any absence due to extenuating personal circumstances for which the Steering Committee is made aware of before the start of the meeting, or in the case of an emergency, after the meeting has taken place.
- c. Steering Committee members shall not be absent for more than three of the twelve regularly scheduled Steering Committee meetings in the course of their one-year term. This includes absences which are excused or unexcused, but does not include leaves.

2. Absences

- a. For an absence to be considered excused, the member must notify the full Steering Committee in writing prior to the meeting.
- b. Absences that are not communicated prior to a Steering Committee meeting are considered unexcused.

3. Leaves

- a. A member of the Steering Committee may take a leave of up to one month for personal reasons. They are to give notice of this leave to the full Steering Committee in writing.
- b. If the Steering Committee deems it necessary, they may assign the duties of the Steering Committee member to another member of either the Steering Committee or a member of the chapter.

4. Nonfeasance

Grounds for removal by nonfeasance will include Steering committee members who meet either of the following:

- a. Have two consecutive unexcused absences from Steering Committee meetings,
- b. Have been absent for more than three Steering Committee meetings (either excused or unexcused absences)

5. Removal Process for Nonfeasance

- a. If a Steering Committee member meets any of the above criteria for removal by nonfeasance, a vote to remove the absent member will be placed on the following Steering Committee meeting agenda.
- b. At the Steering Committee meeting, members will review the attendance as recorded in the minutes from previous meetings. If it is determined that the member has not been present for more than three meetings, or has two or more consecutive unexcused absences, the Steering Committee has grounds vote to remove the member for nonfeasance due to absence.
 - i. After reviewing their absence information, members of the chapter in favor of recalling the member of the Steering Committee will be given 3 minutes to present why the member in question should be recalled for nonfeasance. No questions will be asked during the presentation or immediately after.
 - ii. The member subject to recall may speak up to 3 minutes to argue against their recall. No questions will be asked during the presentation.
 - iii. At least 10 minutes of time allotted for the membership to ask questions of either the member subject to a recall or the presenter of the Recall Petition.
 - iv. At least 10 minutes of debate on the Recall is allotted for members of the chapter. The member subject to a recall may participate in the debate, but is provided no special privileges that other members are not.
 - v. A secret ballot vote is taken. For the member to be recalled for nonfeasance due to absence a vote of 2/3 vote majority of the members of the Steering Committee must be achieved. The member subject to recall may participate in the vote for their recall.
- c. If the member is recalled, the Steering Committee may appoint a member of the chapter to assume the duties of the recalled Steering Committee member for the duration of the term.

6. Temporary Appointments

- a. The appointment must be approved by a two-thirds majority vote of the full Steering Committee, in accordance to the bylaws.
- b. All appointed positions must be brought to the General Membership at the next chapter meeting for ratification. Appointees will be ratified by a simple majority of the chapter membership. This ratification shall not be part of a consent agenda.