

Guide to justified absences

Procedures for authorization by the Board of Directors.

Introduction

The Board of Directors plays a critical role in assessing members' absences from meetings, conducting a case-by-case review based on the justifications provided. This approach aims to promote and reinforce a culture of respect and collaboration among members, while guiding their behaviors in a constructive manner.

Absences considered to be justified.

Family Emergencies: In moments of unexpected emergency, such as a family situation requiring immediate attention, it's understandable that regular commitments and networking take a back seat. These impromptu events require a quick response and fully justify an absence.

Absences that are generally not justified

The following situations are not normally considered valid reasons for absence, as they can often be planned in advance or do not constitute a real emergency. Again, the judgment of the Board of Directors is paramount in this process:

Scheduled Medical Appointments: Generally not considered a valid reason for an absence, as they can be arranged outside of meeting hours.

Personal Obligations: Such as attending weddings, funerals, or other ceremonies.

Work Constraints: Obligations related to another job or professional responsibilities.

Training and Professional Development: Participation in trainings or conferences.

Exceptional location

Health Reasons: Absences due to illness, hospitalization, or need for convalescence are assessed individually by the District Manager. Each case is handled in a personalized manner to ensure an appropriate and comprehensive approach.

Important notes

This document is designed to clearly define the criteria for justified absences of members, thus ensuring that Board meetings are managed efficiently and fairly.

Procedure in the meeting form (formstack)

For attendees whose absences will be classified as 'justified absences', please simply select the 'Replaced' button and leave the 'Replaced by' field blank.

By following this method, the person will not be considered absent for the meeting.

Members' attendance (NEW - Boards Members are identified)

Members unchecked will count as absences.

Member	Present	Absent	Replaced	Referrals	Completed Transactions
Couturier, Danny (ST)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Replaced by	<input type="text"/>				