

SECTION 1 - ADMINISTRATION

Origin: TOTP Administration Committee

Status: Policy

Distribution: All Parishes

Approved: Coordinating Council

Date: 23 November 2012

1.6 Council and Committee Attendance Policy

1.6.1 Purpose

The purpose of this policy is to ensure members of Coordinating Council, Administration Committee and other committees, commissions, and task groups contribute their expertise and judgment to the business and affairs of the Territory of the People Anglican Church by attending and participating in Council and Committee meetings.

1.6.2 Policy

Council members and committee members are expected to attend all Council meetings, and all meetings of the Committees to which they are assigned.

It is recognized that Council and Committee members may be unable to attend some meetings due to conflicts with other commitments or other unforeseen circumstances. An attendance rate of at least 70% is expected.

1.6.3 Process

The Administration Committee will review attendance records twice a year. The Attendance Reports will include Coordinating Council Members' and Administration Committee attendance for the Review Periods and attendance to date, which will be reviewed at the November and May Administration Committee meetings.

Where a Coordinating Council or Administration Committee member fails to attend 70% of the meetings of the Council or of a Committee in a 24 -month period, or is absent for three consecutive meetings, the Bishop shall discuss the reasons for the absences with the member.

It is incumbent on the member to tender regrets for their absence to the Chair, prior to the meeting.

The Bishop shall, in the Bishop's sole discretion, determine if a member's absences are excusable and may grant a member a limited period of time to rearrange their schedule so there are no conflicts with regularly scheduled Council or Committee meetings.

If attendance does not improve, the Bishop in consultation with the Chair, may ask the individual to resign if the member fails to meet this attendance requirement.

A member's record of attendance shall be considered with respect to renewal of a term or future assignment to a Committee.

A quorum of any TOTP Committee shall consist of one half of the members.