

Soil & Water Conservation District

- SAMPLE District Director Attendance Policy -

Meeting attendance requirements for SWCD Board Members.

1. Members of the SWCD board of Directors are required to attend the meetings of the board as well as state or regional training sessions or functions important to the operation of the district.
2. Unless otherwise provided by New York State law, the failure of any appointed member of the board, to attend three consecutive regular meetings or at least 70 percent of the regular meetings of such board, as well as one state and/or regional training session in a year, unless such absence is excused for good cause, shall constitute grounds for removal by the appointing authority. An absence may be excused for good cause in accordance with the procedure set forth in paragraph 3.
3.
 - a. When an appointed member of the board is absent from a regular meeting of his or her board he or she must provide a reason for his or her absence at the next regular meeting.
 - b. The remaining members of the board shall make a determination as to whether the reason(s) for absence constitute good cause. An absence may be excused only upon a finding of good cause by a majority of the remaining members of the board.
 - c. In the event an appointed member of the board fails to provide a reason for his or her absence by the next regular meeting after his or her absence, such absence shall be deemed an unexcused absence.
4. Removal of any member of the board by the appointing authority as provided in the paragraph 2 shall be in accordance with Article II - 7 of the Soil and Water Conservation District Law which states, Any director may be removed by the county board upon acceptable proof presented by the district board, the county board or by the state committee upon notice and hearing for neglect of duty, continued absence from meetings, failure to perform accepted assignments or malfeasance in office and for no other reason.
5. The chair or presiding officer of the board shall immediately notify the appointing authority in writing when any member of the county board has unexcused absences from three consecutive regular meetings or at does not attend at least 70 percent of the regular meetings in a year.