

Manchester Community Connections Charter School Trustees are responsible for actively participating in the work of the MC² Board of Trustees and the life of the school. Each trustee is expected to affirm and strive to fulfill the performance expectations outlined in the *MC² Trustees Performance Expectations Policy*. To assure that Trustees are meeting their commitments, the following procedures will be used to track, report, and take appropriate actions should any Trustee become delinquent in their service to MC².

1. A Trustee to contact the Chairman or Secretary when he/she is unable to attend a Board meeting (regularly scheduled or special Board meeting), or the Committee chair when he/she is unable to attend a Committee meeting, and request to be excused
2. Any Trustee absent for more than 50% of scheduled meetings in the course of a year, or for more than 2 consecutive meetings is considered delinquent in attendance and participation in Board responsibilities.
3. Alternative electronic communication method (e.g., teleconference, videoconference, etc.) may be an option for participation, if sufficient notice is given to the Chairman or CEO or committee chair, in advance, that a Trustee requires it, and the meeting location allows for such technology. Participation in a meeting in this manner constitutes presence in person at the meeting.
4. Attendance will be tracked and reviewed regularly, at least annually. Committee chairs will report unexcused absences or three or more consecutive excused absences to the Chairman as they occur.
5. When a Trustee violates these meeting attendance expectations, the Chairman will take appropriate action, which may include:
 - a. Clarification with the Trustee of his/her expected role & responsibility
 - b. Evaluation of the Trustee's ability to fulfill his/her responsibility over the total term
6. If a Trustee is absent and unexcused from three consecutive Board meetings, the Trustee will be deemed to have resigned. The Board of Trustees, may, in its discretion, accept or reject the resignation.

Appendix Reference:

Date Adopted: November 20, 2012

Revision Dates:

Last Review Date:

Revision Dates:

Last Review Date: