

Newcastle Fire Protection District POLICY MANUAL

POLICY TITLE: Attendance at Meetings **Adopted Date:** 12-16-15

POLICY NUMBER: 2220 **Revision Date:** 00/00/0000

2220.1 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence. Members shall be in their respective seats at the time set for each regular meeting or any adjourned or special meeting. Members not present when the Board is called to order shall be designated in the minutes as absent. If a member arrives after a meeting commences, the recording secretary shall record the time of arrival.

2220.2 A vacancy shall occur if any member ceases to discharge the duty of his/her office for the period of three (3) consecutive months except as authorized by the Board of Directors.