

Montana Board of Housing Board Meeting Attendance Policy

The Montana Board of Housing was established by the Housing Act of 1975 to address a shortage of decent, safe and sanitary housing for lower income persons and families by assisting private and governmental entities in financing critical housing needs in the state. The Board comprises members informed and experienced in housing, economics or finance from diverse areas of the state.

Purpose

This policy is intended to ensure the Board functions as effectively as possible by encouraging member contributions of their expertise and judgment through regular attendance and participation in Board meetings.

Policy

Board members are expected to attend all scheduled Board meetings and training sessions, including attendance in person where a meeting is so designated. It is recognized that members may be unable to attend some meetings due to conflicts with prior-scheduled commitments or unforeseen circumstances. Members are expected to notify the Board chair as far in advance as possible if they will be unable to attend. Members may not have more than two (2) absences from meetings or training sessions within any calendar year, only one (1) of which may be unexcused. Members will be considered absent unless they attend the entire meeting or training session.

Process

Board meetings will be scheduled and members notified of scheduled meetings typically six to twelve months in advance. Special Board meetings may be called as necessary with as much advance notice as possible. Meetings may be virtual or in person, but



typically three or more in- person meetings/training sessions will be conducted annually. In-person meetings may be held in Helena or periodically in other locations within the state.

Board staff will notify members of scheduled meeting dates and times by meeting announcements and email. Members are expected to notify the Board chair promptly and as far in advance as possible of scheduled meetings that conflict with prior commitments.

Otherwise, members are expected to defend scheduled meeting times in their personal calendars and to avoid scheduling other meetings or activities during that time.

Members occasionally are unable to attend due to circumstances beyond their control, such as illness, jury duty or previously scheduled travel. Such instances will be considered "excused" absences. "Silent failure" (*i.e.*, missing a meeting without notification to the Board chair) is unacceptable and will be unexcused absent good cause. Members are expected to provide maximum advance notice to the Board chair if unable to attend and the reason for the absence. Virtual participation at scheduled in-person meetings is acceptable in case of illness or emergency.

A member unable to attend regularly should consider resigning from the Board. If a member has more than one (1) excused and one (1) unexcused absence within any calendar year, the Board chair will contact the member to discuss the member's attendance and seek a commitment of the member to regular attendance going forward. If the member cannot or does not commit to regular attendance, the Board chair may ask the member to resign.

If noncompliance continues despite the member's commitment to regular attendance, the Board chair will discuss the issue with the Board at its next meeting. The member



will be allowed to address the attendance issue. The Board will decide what actions, if any, to take regarding the member's attendance. The Board may authorize the Board chair to contact the Governor's Office to request removal of the member for cause.

New Board members will be provided with a copy of this policy and will sign to confirm they have read, understand and will comply with the policy.

This policy is adopted this 13th day of May 2024.

Acknowledgement

The undersigned Board member hereby acknowledges receipt of a copy of this policy and that the member has read, understands and will comply with the policy.

DATED: _____

Print Board Member Name: _____

