



Meeting Attendance Policy

PURPOSE

Serving on the Hass Avocado Board (HAB) as a member, alternate member or committee member is a privilege, which requires commitment and dedication to the organization and industry at large. Attendance at HAB meetings is part of the duty of care expected from all of us. Members are expected to defend regular meeting times in their personal calendars, and to avoid scheduling other meetings during that time. To set a clear expectation for meeting attendance that will hold all members equally accountable, the Hass Avocado Board developed this Meeting Attendance Policy. This policy will be reviewed from time to time by the Board to ensure its practicality and effectiveness.

SCOPE OF THE POLICY

This policy applies to members, alternate members and committee members of the Hass Avocado Board.

POLICY DEFINITIONS

Meeting: For the purpose of this policy a meeting is (1) a “properly convened meeting of the Board” as referenced in Section 1219.39(a) of the Order and further described in Article 9 of the HAB Bylaws (2) any committee meetings of the Board including Hass Avocado Committee, Executive Committee, and all other standing, ad hoc, working Committees established by the Board pursuant to Article 11 of the HAB Bylaws and Section 1219.40 of the Order.

Year: The time period between the HAB annual meeting and the last meeting before the HAB annual meeting.

Absence: Failure to attend an entire meeting without an excused absence.

Excused absence: an absence that does not count against the meeting attendance record of members and alternate members who have been appointed to serve on the Hass Avocado Board and committee members who have been appointed to serve on HAB established committees.

PROCESS FOR OBTAINING AN EXCUSED ABSENCE

To obtain an excused absence for a board meeting, a member or alternate, appointed to serve on the Hass Avocado Board, shall submit a written request for an excused absence to the chairperson of the board and one other board officer before the board meeting. In the event the chairperson seeks an excused absence, the chairperson's written request shall be submitted to and approved by two other board officers.

To obtain an excused absence for a committee meeting, a committee member or alternate, who has been appointed to serve on HAB established committees, shall submit a written request to the chairperson of the committee before the committee meeting.

All excused absences for meetings shall meet at least one of the following criteria:

- Illness
- Jury duty
- Family emergency / leave
- Work emergency / conflict
- Holiday
- Delayed appointment by Secretary

ATTENDANCE POLICY FOR BOARD MEETINGS

HAB members that are absent 50% or more of the board meetings in a single year will be asked to resign from the Board. If the member fails to resign, the Board will recommend to the USDA Secretary his or her removal from the Hass Avocado Board.

HAB alternate members that are absent 50% or more of the board meetings that they are required to attend in a single year will be asked to resign from the Board. If the alternate member fails to resign, the Board will recommend to the USDA Secretary his or her removal from the Hass Avocado Board.

ATTENDANCE POLICY FOR COMMITTEE MEETINGS

Committee members that are absent 50% or more of committee meetings in a single year will be removed from the committee by the Board.

PROCESS FOR EVALUATING ATTENDANCE

An excused absence does not count against the meeting attendance record of members and alternate members who have been appointed to serve on the Hass Avocado Board and committee members who have been appointed to serve on HAB established committees.

Board Meetings

During the last meeting before the next HAB Annual Meeting, the chairman of the Board will present the board meeting attendance record of all members and alternates during the year, as defined in this policy.

Members and alternate members that fail to meet the requirements under the “Attendance Policy for Board Meetings” section above will be asked to resign. If the member or alternate member fails to resign, the Board will recommend to the USDA Secretary his or her removal from the Board pursuant to Article # section # of the HAB Bylaws and Section 1219.36(b) of the Order. The Board may evaluate individual cases and waive their dismissal.

Any vacancies created on the Board as a result of this policy will be filled in accordance with Section 1219.36 of the Order and the Board’s Nomination Procedures.

Committee Meetings

During the last board meeting before the HAB annual meeting, the chairperson of every committee will present to the Board the meeting attendance records of all committee members during the year for his or her committee. Committee members that fail to meet the requirements under the “Attendance Policy for Committee Meetings” will be removed from the corresponding committee.

The board may evaluate individual cases and waive their dismissal.



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ACKNOWLEDGMENT OF RECEIPT

I hereby acknowledge that I have received a copy of the Hass Avocado Board's (HAB's) Meeting Attendance Policy (Policy). I have read and familiarized myself with the contents and I understand that I will be responsible for adhering to this Policy and I understand that violations are subject to disciplinary action, up to and including termination.

Name: _____

(Print)

Title: _____

Address: _____

Signature: _____

Date: _____