

Director Attendance and Removal Policy

Montezuma Valley Volunteer Community Service Organization (MVVCSO)

Effective Date: June 28, 2025

1. Introduction and Purpose

This policy ensures directors meet attendance expectations and provides a fair, transparent process for removal in cases of non-compliance. It supports effective governance, accountability to the Ranchita community, and alignment with MVVCSO's mission and North Stars.

2. Attendance Requirements

- Directors must attend at least 75% of all regular board meetings held in a 12-month period, as scheduled per **Article IV, Section 3A** of the bylaws.
 - Absences are excused for valid reasons, including illness, family emergencies, or prior commitments, provided the director gives at least 48 hours' notice to the Secretary.
 - Virtual attendance via Zoom (or equivalent) is permitted with prior approval from the Board Chair and technical support if needed.
 - Directors may request a leave of absence for extenuating circumstances (e.g., prolonged illness), subject to board approval by majority vote.
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3. Definition of "Cause" for Removal

A director may be removed for cause, including:

- Three consecutive unexcused absences from regular board meetings.
- Five unexcused absences within a 12-month period.
- Failure to perform duties as outlined in **Article IV, Section 2** of the bylaws.

- Ethical violations confirmed by the Ethics Committee per **Article VI, Section 1D**.
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4. Removal Process

- The Secretary maintains attendance records and notifies directors in writing after two unexcused absences.
 - After three unexcused absences, the Board Chair issues a formal warning to the director.
 - If the director meets the criteria for removal, the Board schedules a hearing with at least 14 days' notice.
 - At the hearing, the director may present their case, including statements or evidence, and may be accompanied by a representative or advisor.
 - Removal requires a two-thirds vote of the board, excluding the director in question.
 - For ethical violations, the Ethics Committee must first investigate and present findings to the board, per **Article VI, Section 1D**.
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5. Public Posting and Response Period

- This policy is posted at the food bank lot, community bulletin boards, and online (if available) in accessible formats (e.g., large print, Spanish), per **Article XV**.
 - Voting Members may submit feedback on the policy within 30 days of posting. The Board will address feedback at the next regular meeting and post responses publicly.
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6. Compliance with Legal Standards

- **2025 Bylaws**: Aligns with **Article IV, Section 4**, defining removal for cause.
- **California Corporations Code**: Complies with § 5221, governing director removal for cause.
- **IRS 501(c)(3)**: Ensures accountable governance, preventing private benefit.
- **Nonprofit Integrity Act (NIA)**: Supports transparent governance through public processes.

- **Unruh Civil Rights Act:** Prohibits discrimination in the removal process, ensuring fairness.
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7. Alignment with MVVCSO North Stars

- **Community Focus:** Holds directors accountable to the community through transparent processes.
 - **Transparency:** Makes attendance records and removal decisions publicly available (excluding confidential details).
 - **Inclusivity:** Provides accommodations for virtual attendance and ensures the policy is accessible.
 - **Serving All Members:** Allows member feedback and ensures inclusivity in governance.
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8. Accommodations and Accessibility

- Directors with disabilities may request reasonable accommodations for meeting attendance (e.g., assistive technology, transportation assistance).
 - The policy is available in large print, Spanish, and other formats upon request.
 - Virtual meeting platforms will be accessible, with technical support provided as needed.
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9. Review and Amendments

- The Board will review this policy annually to ensure it meets organizational and community needs.
 - Amendments require a majority vote and 30 days' notice to Voting Members, per **Article VIII**.
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