

**Guardianship Certification Board**  
**Attendance by Members at Regularly Scheduled Board Meetings**  
**(Effective January 1, 2010)**

1. **Policy.** The purpose of this policy is to establish requirements for members' attendance at regularly scheduled Board meetings.
  
2. **Definitions.**
  - a. "Board" means the Guardianship Certification Board established in Chapter 111, Government Code.
  - b. "Member" means an individual appointed to and serving on the Board, including public members, as defined in Government Code § 111.011.
  - c. "Regularly scheduled meetings" means the quarterly meetings, scheduled in advance for each calendar year, required by Government Code §111.011(i).
  
3. **Attendance In Person**
  - a. Government Code § 111.015(a)(5) requires each Board member to attend at least half of the regularly scheduled meetings in each calendar year, and allows the Board to excuse the absences of members who do not meet this requirement. Members attend Board meetings both in person and by telephone, which is permitted by Section 3(a) of the Board's Public Meetings Policy. The statute does not differentiate between attendance in person and attendance by telephone.
  - b. Besides complying with the requirements of Section 111.015(a)(5), members must attend at least two of each calendar year's four regularly scheduled meetings in person.
  - c. The Board may excuse a member's in-person absences by a majority vote of the Board.
  - d. This policy goes into effect January 1, 2010.