



## **Committee & Task Force Attendance & Quorum Policy**

At the Committee level there is a formal application process. If selected, the volunteer is expected to fully participate in the Committee, perform all needed duties, and shall endeavor to attend all scheduled meetings. Should a member need to miss a meeting, she or he shall notify the Committee Chair and Staff Liaison via email prior to the meeting for the absence to be excused. Two consecutive unexcused absences shall remove a member from the Committee.

In order to establish a quorum, starting after the second meeting of the year, failure to have attended at least 50% of the meetings, whether the absences are excused or unexcused, may remove a member from the Committee at the discretion of the Chair. If, after joining, the volunteer finds that they will not be able to honor the above commitment to the Committee, that individual is expected to formally resign from the Committee in a timely manner. The quorum for a committee meeting is 50% +1 of the committee's members.

NICAR leadership understands that life and work situations can change dramatically, making it impossible to honor the commitment to a NICAR Committee. If, in the future, the individual believes they have regained the ability to assume the responsibilities of a volunteer, NICAR encourages him/her to contact the Staff Liaison assigned to the Committee to which they were originally appointed. NICAR will examine the situation and make a reappointment, if possible.

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Print Name

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Signature

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Date

**FY2024 NICAR Committee Member**