

EMSA BOARD OF TRUSTEES  
INFORMATION SHEET\*

Regular Meetings:

Regular Board meetings are scheduled for the 4<sup>th</sup> Wednesday of each month, with the exception of Nov & Dec, when the meetings will be adjusted to accommodate the holiday season.

Attendance:

Absences from any regularly scheduled Board meeting shall be for a reasonable and valid reason, as stated in the Trust Indenture. Reasonable and valid reasons are:

- Personal illness that would prevent the Trustee from performing the duties of his regular employment
- Bereavement caused by the death of a family member
- Employment or business related scheduling conflict not subject to the reasonable control of the Trustee
- **Personal reason allowed once per calendar year**

Board members should contact the Assistant Secretary of the Board of Trustees via email, stating the absence is due to one of the reasons above and the absence will be recorded as excused in the minutes for that meeting.

If the absence is not due to one of the reasons above, a Trustee may request that the Board determine if the absence was for a reasonable and valid reason, and if so, direct the Assistant Secretary to record the absence as excused. Board members will receive credit for attending meetings canceled due to lack of a quorum if notice of intent to attend the meeting is given before the cancellation.

Any Trustee who fails to attend any three consecutive, regularly scheduled Board meetings without a reasonable and valid reason, or who fails to attend at least six regularly scheduled meetings in any calendar year~~twelve-month period~~ without a reasonable and valid reason for such absence, shall be deemed to have resigned from the Board.

The Assistant Secretary shall notify any board member whose lack of attendance is placing their board membership in jeopardy.

\*to be distributed at orientation of new board members and annually thereafter, in the month of July