

C. Board Participation and Attendance Policy

1. Purpose

The CORD BOD is comprised of individuals elected by their peers to serve the constituency for a pre-determined term of office. As defined in the individual position descriptions, each Board position is essential to the structure of the organization as outlined in the CORD bylaws. Participation in BOD conference calls, meetings, organizational events, and completion of assigned projects is essential for CORD's success.

2. Conference Call Participation and BOD Meeting Attendance

Participation in official Board Meeting conference calls is essential and expected. Every effort will be made to schedule official Board Meeting conference calls 30 days in advance or in the case of an unforeseen event, as soon as the member knows he/she will not be able to attend. If a Board member is not able to participate in a scheduled conference call, he/she will contact the Executive Director within 24 hours of realizing the conflict. The Executive Director will communicate the absence to the President.

In addition, attendance at CORD's three face-to-face Board meetings is essential and expected. These meetings dates and times are scheduled up to a year in advance to enable participation.

There is no reimbursement for Board members attending meetings held at Academic Assembly. Members are encouraged to use CME funding prior to requesting reimbursement. When reimbursement is required for members to attend meetings held at SAEM Annual meeting, ACEP Scientific Assembly or the ACEP Leadership & Advocacy Conference, the member should request reimbursement in writing to the Executive Director prior to the meeting. An amount not to exceed budgeted standards may be approved for travel, hotel and per diem.

Board members unable to travel to these meetings will notify the Executive Director at least one month in advance. The Executive Director will communicate the absence to the President.

3. Board Response

Board members failing to attend official Board Meeting conference calls, Board meetings or failing to participate on committees or with tasks assigned on two or more occasions may have their attendance and/or participation reviewed by the full BOD. The process of review can be initiated in writing by any Member of the Board against another Member. The formal written request should be submitted by mail or email to the Executive Board. The member being reviewed would then be asked to submit a formal explanation within fourteen (14) days of contact from the Executive Board as to the circumstances surrounding the incidents. The BOD will review the written statements and at the majority vote of the Board, will determine if the member be asked to surrender his/her Board seat. The vacated position, at the discretion of the Board, may be filled by appointment or left vacant according to the bylaws.

4. Conclusion

This policy is intended to support full participation by the Council of Residency Directors in Emergency Medicine BOD members. The policy will be reviewed annually to ensure that CORD's goals and obligations are met. All candidates for elected Board positions are required to review and acknowledge understanding of the Board participation and attendance policy at the time of submission of platform statement and declaration of candidacy during the CORD elections process.