LMCAS Interim Attendance Policy

Purpose

LMCAS is discussing the possible adoption of an Interim Attendance Policy to provide clear and consistent expectations of senators and officers for attendance at Senate meetings. The current LMCAS Bylaws already require members to attend all meetings. However, the Bylaws do not establish specific thresholds for when tardiness or absences should result in a cause for sanctions.

The interim policy would not replace or supersede the LMCAS Bylaws. It would provide a framework for applying the existing attendance requirements. The purpose is to promote accountability, protect quorum, and ensure that all members are held to the same expectations.

Duration

If approved by LMCAS senate, the Interim Attendance Policy would:

Be effective: Date approved by LMCAS
Expire: December 31, 2026

The policy would automatically expire on December 31, 2026, unless LMCAS takes further action.

Proposed Attendance Standard

Members are expected to attend all regularly scheduled LMCAS meetings, arrive on time, and remain through adjournment. Members should notify the President and Advisor in advance whenever they know they will be absent or late.

Providing advance notice of a tardy or absence does not remove the occurrence from the member's attendance record. However, the reason for the tardy or absence will be documented and considered if the member is later referred for possible sanctions.

To establish clear attendance standards:

- Tardy: Arriving more than 15 minutes after the scheduled meeting start time.
- Early Departure: Leaving more than 10 minutes before the meeting adjournment will be recorded as a tardy. Prior notification to the President or Advisor of early exiting is advisable.
- Absence: Not attending the meeting, arriving 30 minutes or more after the scheduled start time, or leaving 30 minutes or more before the meeting adjournment.

Attendance Issue & Response

Attendance Record During Interim Period	Response
1st tardy	Recorded; verbal reminder of attendance expectations
2nd tardy	Recorded; President/Advisor check-in
3rd tardy	Equals 1 absence for purposes of this policy-email warning
1st absence	Recorded; President/Advisor check-in
2nd absence	Email attendance warning
3rd absence	Referral to LMCAS for consideration under the sanction's provisions of the Bylaws

Tardies do not reset after converting to an absence. For example, six tardies during the interim period would equal two absences.

Referral Process: Upon reaching the established attendance threshold, the President shall present the documented attendance record to the Senate and identify the applicable provision of the LMCAS Bylaws. The Advisor shall provide procedural guidance and verify the attendance record. The member shall be provided an opportunity to respond. Any motion regarding sanctions shall be made and determined by voting members of LMCAS in accordance with the Bylaws

Note:

Reaching the third-absence threshold does not automatically remove, suspend, or sanction a member. It establishes a clear point at which the attendance matter is formally referred to LMCAS. Any sanction would still have to follow the procedures outlined in the existing LMCAS Bylaws.