CORTLAND COUNTY INDUSTRIAL DEVELOPMENT AGENCY
MEMBER ATTENDANCE POLICY
APPROVED DECEMBER 2015

Governing Boards have certain legally required duties, including duties of care, loyalty and obedience. Recent activities, particularly in large public authorities, have brought much attention to the roles and responsibilities of Boards, especially to their degree of effective oversight in ensuring strong, effective organizations, ethical operations and approach to corporate governance. One of the more recent pieces of legislation regarding board governance is the Public Authority Reform Act of 2005, as further amended by the Public Authority Reform Act of 2009.

Toward that end, Industrial Development Agency members are legally charged with the responsibility to govern the organization.

Duties of a member of the Industrial Development Agency include:

- To represent the organization's point of view through interpretation of its programs and services, and advocacy for them
- Govern the organization by establishing a mission, as well as broad policies and objectives, including the implementation of programs and services, and ensuring the organization's capacity to carry out programs by reviewing its work
- Acquire sufficient resources for the organization's operations to ensure that programs and services are adequately financed
- Account to the public for the programs and services of the organization and expenditures of its funds, including fiscal accountability for the budget, and oversight of spending
- Assess the Agency's own performance, as well as that of staff

To properly govern, an Industrial Development Agency member is expected to attend meetings. An attendance problem occurs if any of the following conditions exist concerning a member's attendance at meetings of the Agency:

- A member has two un-notified absences in a row ("un-notified" means the member did not call ahead to a reasonable contact in the organization before the upcoming meeting to indicate they would be absent from the upcoming meeting).
- The member misses one third of the total number of meetings of the Agency in a twelve-month period.

If an attendance problem exists regarding a member, the Chairman will contact the member to discuss the problem. The member's response will be shared by the Chairman with the entire Agency, which will decide what actions to take regarding the member's participation with the Agency. If the Agency decides that a member should be asked to resign, the Chairman will request a letter of resignation from the member. If the member resigns, the Agency will promptly initiate a process to begin recruiting a new member.