

Catalina Pueblo Association

Policy and Procedure on Board Member Absence from the Pueblo

Policy

The Catalina Pueblo Association (CPA) Board Officers and Committee Chairs are required to adhere to the following procedure with regard to absence from the Pueblo. The business of the Board must be able to proceed, even in though some Members are away or unavailable.

Procedure

1. CPA requires that Board Officers and Committee Chairs notify the Board of absence from the Pueblo of any period of time greater than 7 days.
2. Notification should be via email, the subject line of which should contain the dates of absence, for the convenience of other members.
3. The email should contain the phone and email address where the absentee can be reached.
4. If a Board Member is unreachable during the absence, a designee, approved by the President, must be indicated, and the contact phone and email for this person must be provided in the email.