

**DATE ADOPTED BY THE BOARD:** 11.12.2012

**POLICY SET:** Governance

**POLICY NUMBER:** I.C.6.

**POLICY NAME:** Discipline and Removal of Board Members

**POLICY PURPOSES:**

1. Define actions or circumstances that precipitate discipline and or removal of a board member and
2. Define disciplinary and removal procedures.

**I.C.6 Discipline and Removal of Board Members**

The Board commits itself and its members to ethical, professional and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. The Board has the right to discipline members who fail in their duties or disrupt the body's work, with a maximum sanction of removal from the Board.

**A. Reasons for discipline and/or removal include, but are not limited to:**

1. Concealing or ignoring conflicts of interest.
2. Violation of confidentiality regarding matters discussed in Executive Session.
3. Using Board membership to exert unapproved individual influence over Members of the Congregation.
4. Unapproved public statements to outside entities.
5. Absence from three meetings in a six (6) month period.
6. Violation of Bylaws.
7. Serious and/or continued violations of Board policies including the Board Covenant.

**B. Disciplinary Actions**

1. Disciplinary action deliberations will take place during an Executive Session of the Board.
2. Disciplinary actions may include:
  - a. Discussion to resolve the issue.
  - b. Discussion to consider resignation.
  - c. Sanction and/or probationary period.
  - d. Emergency Suspension from all Board activities and authority if necessary to protect individuals or the Congregation.
    - i. In an emergency situation, two Officers may suspend an individual Board Member until a special or regular meeting of the Board is convened.
    - ii. All Board members and the Minister shall be notified within 24 hours regarding emergency suspension of any Board member.

iii. A special or regular Board meeting to consider further action shall be called within fourteen days but not less than seven days after notification of suspension.

3. Removal from the Board

- a. Written notice shall be given to the Board member at least seven days prior to the date of the regular or special Board meeting called for that purpose.
- b. A Board member may be removed from the Board for cause by an affirmative vote of at least six Board members.
- c. The Board member has the opportunity to be heard at the regular or special Board meeting prior to the vote.
- d. A Board member may also be removed by the Congregation according to the Bylaws Article VI, section 8.