

CHC Worst Case Scenario 3: You notice that your fellow CHC appointees have stopped coming regularly to meetings? What can you do to increase attendance?

Best CHC Outcome Scenario 3: That the CHC appointees see meeting attendance as essential to their appointed role, attending each full commission meeting prepared to participate.

1. Gather information — *What information do we need before taking action?*

- What may be some reasons that CHC appointees are not attending meetings?
- Have appointees been asked why they are not attending CHC meetings?
- Were appointees ever told that attending meetings is required as part of appointment?
- Is the problem that people aren't coming to meetings? Or is it a larger issue of appointees not participating in work overall?
- Are meetings being handled efficiently? Do appointees feel meetings are a waste of time?
- Do CHC bylaws have an attendance clause? If so, is this clause enforced?
- Are appointees aware of the consequences for meetings not making quorum?

2. Consider relationships — *What to keep in mind to maintain respectful relationships?*

- CHC Chair must provide sufficient notice for meetings and trainings so that appointees can schedule appropriately. This will maximize the chances that appointees will be able to attend meetings.
- Consider realistic limitations that apply. Are meeting times/locations convenient for all appointees? Conflicts with work schedules/area events? Some appointees stopped driving at night? Do some appointee live inordinate distances to travel?
- Consider the content of meetings. Is the current meeting format accomplishing something substantial or are the same matters discussed meeting after meeting with no action taken to resolve them?
- Appointees are more likely to attend meetings if decisions are made by the group rather than 1–2 individuals. Encourage participation and inclusion.
- Thank appointees for attending and emphasize the importance of participation during each meeting.

3. Make a plan — *What actions should be taken to accomplish best case outcome?*

- Visit with appointees and find out why regular attendance at meetings is challenging.
- Consider the best approach for your CHC—meetings at same place/day/time or different locations/days/times. Consider making appropriate changes.
- Help appointees with meeting preparation and follow-up by circulating an agenda before meetings and minutes afterwards.
- Note attendance in CHC meetings and committee meetings. Make this part of the public record in meeting minutes.
- If appointees feel left out in meetings, make a point of calling on appointees to actively participate in meeting discussions.
- Consider having low-attendance members transition to non-appointed volunteer positions so that quorum isn't impacted by their non-attendance.
- Establish/convey policies related to attendance—individual will not be re-appointed if they have a record of missing meetings.
- Include appointee attendance requirements and consequences for non-compliance in CHC bylaws. Inform appointees of these requirements, address non-attendance with an eye towards correction, and follow through with removal if attendance does not improve.
- Ask your judge for help in addressing non-compliant appointees, and prepare to advise against reappointment of underperforming appointees.
- Consider ways to accomplish CHC business in a collaborative yet timely manner—manage collaborative discussions by staying on topic and moving the issue forward.
- Consider adding a learning component or presentation to each meeting in order to increase interest in attendance.