



February 27, 2013

Name  
Address  
Via U.S. Mail and Email:

RE: Board Membership in the Coral Gables Bar Association

Dear \_\_\_\_\_,

As members of the Board of Directors, our Association's Bylaws require that we attend regular meetings. A presumption of cause for removal is established, "if a director fails to attend three monthly Board of Directors meetings during the year of service." In section 4 of the Coral Gables Bar Association Handbook, accepted by a vote of the directors during our annual retreat, we list "active participation" among the fiduciary duties of officers and directors. "Active Participation" is defined as attending meetings of the board, evaluating reports, reading minutes, reviewing the performance of staff and other responsibilities.

I am concerned because you have not been able to attend our board meetings. According to our Secretary's records, you have not attended four (4) meetings this year.

Please review the handbook carefully, and decide if you can fulfill your responsibilities as a director, in light of your personal and professional obligations. If you believe that you can perform the duties of a Director, please provide a letter explaining why you should remain on the Board. We would be sorry to lose you as a member of the Board, but I am sure the board would understand should you decide to resign.

Cordially,

Name  
Title