

BOARD-DECLARED VACANCY CAUSED BY ABSENTEEISM

As elected officials, Board members are expected to attend all Board meetings. The Board meets for regularly scheduled voting meetings on a monthly basis, with other/special/emergency meetings called occasionally to handle urgent matters. In addition, non-voting workshop meetings are held to give background information and provide a lengthier discussion on focus topics than may be possible at a regular meeting.

Regular attendance at Board meetings and workshops is vital to an understanding of issues and is the responsibility of every member.

When a Board member must be absent from a regular Board meeting for any reason, that member shall contact the Board Chair.

The Board shall take the following action when a member is absent.

- A. After two consecutive absences without excuse (as determined by the Board) from regular meetings, the member shall be notified by the Board Chair informing him/her that a third consecutive absence without excuse from a regular meeting will constitute cause for the Board to consider declaring his/her seat on the Board vacant.
- B. When a Board Member misses, without excuse, three consecutive Regular Board meetings, state law allows the Board to declare a vacancy. The Board requires the following steps in such cases after three or more consecutive absences.
 - 1. After three consecutive absences without excuse (as determined by the Board) from regular meetings, the Board shall notify said member that the Board will consider declaring his/her seat vacant at the next regular meeting of the Board or at a special meeting called for the purpose of considering this matter.
 - 2. At the meeting where the declaration of a vacancy, in accordance with this policy, is being considered, the Board member who is the subject of the action shall be provided the opportunity to present his/her reasons why the Board should not declare a vacancy.
 - 3. Following the deliberation outlined in sections 1 and 2 of this policy, the Board shall vote whether or not to declare a vacancy.
- C. Should a vacancy be declared in accordance with this policy, the vacancy shall be filled in accordance with the appropriate provisions of MRSA Title 20-A.

Legal Reference: 20-A MRSA § 1254 (SAD)
 20-A MRSA § 1653 (CSD)
 20-A MRSA § 2305 (NON-CHARTERED MUNICIPALITY)
 20-A MRSA § 1474 (RSU)

Adopted: November 3, 2016
 Revised: February 1, 2017