

BOARD-DECLARED VACANCY CAUSED BY ABSENTEEISM

As elected officials, Board members are expected to attend all Board meetings. The Board meets for regularly scheduled meetings on a monthly basis, but regular Board meetings may be held at more frequent intervals such as during budget season. Regular attendance at Board meetings is vital to an understanding of issues and is the responsibility of every member.

When a member must be absent from a regular meeting of the Board for any reason, that member shall contact the Board Chair. If the Chair must be absent, he/she shall contact the Vice Chair.

The Board shall take the following action when a member is absent without excuse (see section F).

- A. After two consecutive unexcused absences from regular meetings (as determined by the Board in executive session), the member shall be notified in writing by certified mail by the Board Chair informing him/her that a third consecutive unexcused absence from a regular meeting will constitute cause for the Board to consider declaring his/her seat on the Board vacant.
- B. After three consecutive unexcused absences from regular meetings (as determined by the Board in executive session), the Board Chair shall notify said member in writing by certified mail 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.
- C. 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 in executive session to present his/her reasons why the Board should not declare a vacancy.
- D. Following the deliberation outlined in sections B and C of this policy, the Board shall vote whether or not to declare a vacancy.
- E. 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.
- F. An absence for any of the following reasons shall be routinely considered an excused absence: Illness of the member or members of his/her immediate family, death in the member's family, a short-term family obligation, or an unavoidable commitment related to the member's employment (so long as such a commitment is not of the type which prevents the member from attending on a regular basis). Absences for reasons other than those identified above shall be considered by the Board on an individual basis.

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

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