

BOARD-DECLARED VACANCY CAUSED BY ABSENTEEISM

When a member must be absent from a regular meeting of the School Board for any reason, that member shall contact the Board Chair/Central Office Secretary, provide a reason and request to be excused from the meeting; if the Chair must be absent, he/she shall contact the vice Chair. The Chair [OR: Vice Chair] shall determine whether or not the request shall be granted. The minutes of each meeting shall reflect the names of the members present and those absent denoted with excused/unexcused.

The Board shall take the following action when a member is absent without excuse.

- A. After two consecutive unexcused absences from regular meetings the board chair and the board member shall meet.
- B. After three consecutive unexcused absences the member shall be notified in writing [**“by certified mail”**] by the Board informing him/her that a fourth consecutive unexcused absence from a regular meeting will constitute cause for the Board to consider declaring his/her seat on the Board vacant.
- C. . After four consecutive unexcused absences from regular meetings, the Board 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.
- D. At the meeting where the declaration of a vacancy may occur, the board will meet in Executive Session pursuant to 1 M.R.S.A. section 405 (6) (A). 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.
- E. Following the deliberation outlined in sections B, C and D of this policy, the Board shall vote whether or not to declare a vacancy.
- F. 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.
- G. 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)

First reading: March 2, 2010

Second reading and adoption: April 13, 2010