

BOARD-DECLARED VACANCY CAUSED BY ABSENTEEISM

When a member must be absent from a regular meeting of the Board of Directors for any reason, that member shall contact the Board Chair and request to be excused from the meeting; if the Chair must be absent, he/she shall contact the Vice Chair. The minutes of each meeting shall reflect the names of the members present, those absent with excuse (if any) and those absent without excuse (if any).

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

- A. After two consecutive unexcused absences from Board meetings, the member shall be notified by the Board Chair or designee 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 meetings, the Board shall notify said member in writing 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 this meeting the Board member who is the subject of the action shall be provided the opportunity to explain his/her reasons why the Board should not declare a vacancy.
- D. Following deliberation 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 within six (6) months in accordance with the appropriate provisions of M.R.S.A. Title 20-A and Board Policy BBBE.
- F. An absence for any of the following reasons shall be routinely considered an excused absence:
 - a. Illness of the member or members of his/her immediate family
 - b. A death in the member's family
 - c. A short-term family obligation
 - d. 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).
 - e. Absences for reasons other than those identified above shall be considered by the Board on an individual basis.

Legal Reference: 20-A M.R.S.A. § 1254 (SAD)
20-A M.R.S.A. § 1653 (CSD)
20-A M.R.S.A. § 2305 (NON-CHARTERED MUNICIPALITY)

Cross-Reference: BBBA – Board Member Qualifications; BBBE – Unexpired Term Fulfillment / Vacancies

First Reading: May 20, 2009

Adopted: June 10, 2009