

MAINE SCHOOL ADMINISTRATIVE DISTRICT #33

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 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, unless otherwise ruled by a majority of the Board. The minutes of each meeting shall reflect the names of the members present and those absent.

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

- A. After two consecutive unexcused absences from regular meetings, the member shall be notified in writing by the Board 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, 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 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.
- 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

History:	Adopted	Meeting #552	October 3, 1988 (as policy BBD)
	Revised	Meeting #826	June 6, 2006