

<b>RSU #16 SCHOOL BOARD</b>	<b>CODE: BBBDA</b> <b>Page 1</b>
<b>SUBJECT: BOARD-DECLARED VACANCY CAUSED BY ABSENTEEISM</b>	
<b>DATE OF ORIGINAL POLICY:</b> November 2009 <b>REVISION DATE:</b>	
<b>JURISDICTION:</b> RSU #16	

**POLICY:**

When a member must be absent from a regular meeting of the School Board that member shall contact the Board Chair, another board member (who will inform the board at the meeting) or the Superintendent via telephone or email prior to or within 2 days after the meeting. The minutes of each meeting shall reflect the names of the members present and/or absent.

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

- 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 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 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 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. Absences for reasons other than those identified below shall be considered by the Board on an individual basis: 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).

**RSU #16 SCHOOL BOARD**

**CODE: BBBDA  
Page 2**

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**SIGNATURE BLOCK:**

RSU #16 Board

\_\_\_\_\_  
Dave Griffiths, Chair

\_\_\_\_\_  
DATE

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Yvette Murray, Vice Chair

\_\_\_\_\_  
DATE

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Martha Stone

\_\_\_\_\_  
DATE

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Steve Holbrook

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DATE

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Jeanne Manley

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Annette Annance

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Scott Sawyer

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Chris Woodford

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Jack Wiseman

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Melissa Hodgkin

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\_\_\_\_\_  
Norm Davis

\_\_\_\_\_  
DATE

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Mary Ella Jones

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DATE

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Carl Beckett

\_\_\_\_\_  
DATE

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Yvon Gilbert

DATE

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Susan Callahan

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DATE