

## RSU #63

a.	<b>NEPN/NSBA Code:</b>	<b>BBBDA</b>
b.	<b>Title:</b>	<b>Board-Declared Vacancy Caused by Absenteeism</b>
c.	<b>Author:</b>	
d.	<b>Replaces Policy:</b>	<b>NEW</b>
e.	<b>Date Approved:</b>	<b>02/25/2019 RSU #63</b>
f.	<b>Previously Approved:</b>	
g.	<b>Policy Expiration:</b>	<b>Review as Needed</b>
h.	<b>Responsible for Review:</b>	<b>Policy Committee and Superintendent</b>
i.	<b>Date Reviewed:</b>	<b>02/04/2019 Policy Committee</b> <b>02/04/2019 Superintendent</b>
j.	<b>Reference:</b>	<b>20-A MRSA § 1474 (RSU)</b>
k.	<b>Narrative:</b>	

- I.** When a Board Member will be absent from a regular meeting of the RSU #63 Board of Directors (the Board), the member will:
- A.** Contact the Board Chair and request to be excused from the meeting. If the Board Chair will be absent, he/she will contact the Vice Chair.
  - B.** The Chair will determine whether or not the request will be granted.
    - 1.** An absence for any of the following reasons will be routinely considered an excused absence if advance notification is provided to the Board Chair via phone call or District email. Absences for reasons other than those identified will be considered by the Board Chair on an individual basis.
      - i.** Illness of the Board member or immediate family
      - ii.** Death in the family
      - iii.** A short-term family obligation
      - iv.** 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)
  - C.** The minutes of each meeting will reflect the names of the members present, those absent excused or unexcused.
- II.** The Board Chair (or designee) will take the following action when a member is absent without excuse:
- A.** After two (2) consecutive unexcused absences from regular meetings, the Board Member will be notified through District email and in writing via certified mail

(no signature required) that a third consecutive unexcused absence from a regular meeting will constitute cause for the Board to consider declaring his/her Board seat vacant.

- B.** After three (3) consecutive unexcused absences from regular meetings, the Board Member will be notified through District email and in writing via certified mail (no signature required) 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.

**III.** 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 will be provided the opportunity to present his/her reasons why the Board should not declare a vacancy.

- A.** The Board will vote whether or not to declare a vacancy.
- B.** Should a vacancy be declared, the vacancy will be filled in accordance with the provisions of MRSA Title 20-A.