

Board-Declared Vacancy Caused by Absenteeism

The term of office for members of the Board of Directors shall be three years and a Director shall serve until a successor is elected and qualified.

The Board shall declare a vacancy:

- A. When the term of the office of a Director expires;
- B. When a Director changes residency from the town represented;
- C. Upon the death of a Director;
- D. When a Director resigns; or
- E. When there is a Board-declared vacancy due to absenteeism.

Excused Absences

For an absence to be deemed excused, the Board Chair must be notified prior to a Board meeting or the committee chair before a committee meeting, except in the case of emergencies.

Unexcused Absences

The Board shall take the following action when a member is absent from Board or assigned committee meetings without excuse

- A. After two consecutive unexcused absences from meetings, the member will be notified in writing by the Board informing him/her that a third consecutive unexcused absence from a meeting will constitute cause for the Board to consider declaring his/her seat on the Board vacant.
- B. After three (3) 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 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. If a vacancy occurs, the Chair of the Board of Directors shall notify the town officers within five (5) business days. The vacancy will be filled in accordance with 20-A MRSA §1254 (3).

Legal Reference: 20-A MRSA §1254

Adopted: February 3, 1997

Revised: January 18, 2007

January 23, 2014

Reviewed: December 22, 2015

Revised: May 5, 2016