

Board-Declared Vacancy Caused by Absenteeism

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

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 will 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 them that a third consecutive unexcused absence from a meeting will constitute cause for the Board to consider declaring said member's seat on the Board vacant.
- B. After three (3) consecutive unexcused absences from meetings, the Board will notify said member in writing that the Board will consider declaring their 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 will be provided the opportunity to present their reasons why the Board should not declare a vacancy.

- D. Following the deliberation outlined in sections B and C of this policy, the Board will vote whether or not to declare a vacancy.

- E. If a vacancy occurs, the Chair of the Board of Directors will notify the town officers within five (5) business days. The vacancy will be filled in accordance with 20-A M.R.S. §1474.

Legal Reference: 20-A M.R.S. §1474

Adopted: February 3, 1997

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