

**BOARD OF DIRECTORS - DECLARED VACANCY CAUSED BY
ABSENTEEISM**

When a member must be absent from a regular meeting of the Board of Directors for any reason, that member shall contact the Board Chair and request to be excused from the meeting; if the Chair must be absent, the Chair 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 of Directors. The minutes of each meeting shall reflect the names of the members present, those absent with excuse (if any) and those absent without excuse (if any).

- A. After two consecutive unexcused absences from regular meetings, the member shall be notified in writing by certified mail by the Board informing them that a third consecutive unexcused absence from a regular meeting will constitute cause for the Board to consider declaring their seat on the Board of Directors vacant.
- B. After three (3) consecutive unexcused absences from regular meetings, the Board of Directors shall notify said member in writing by certified mail that the Board of Directors will consider declaring their seat vacant at the next regular meeting of the Board of Directors 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 reasons why the Board of Directors should not declare a vacancy.
- D. Following the deliberation outlined in sections B and C of this policy, the Board of Directors 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 their 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 of Directors on an individual basis.

Legal Reference: 20-A MRSA § 2305

Adopted: October 28, 2009
Reviewed: January 26, 2011
Reviewed: December 18, 2013; November 20, 2019