



### Elections & Qualifications for Board Members (cont'd)

- School board shall declare a vacancy in the following situations (ORS 332.030):
  - ◆ The death or resignation of a board member.
  - ◆ When a board member is removed from office or the election of the board member has been declared void by a court.
  - ◆ When a board member fails to perform the duties of office for two consecutive months unless due to illness.

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### Elections & Qualifications for Board Members (cont'd)

- ◆ When a board member fails to perform the duties of office for four consecutive months for any reason.
- ◆ When a board member is recalled.

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### Elections & Qualifications for Board Members (cont'd)

- What does the board do when a vacancy is declared?
  - ◆ Meet and appoint a person to fill vacancy.
  - ◆ Person must satisfy requirements of ORS 332.018.
  - ◆ If district is zoned, person must reside in the zone in which vacancy occurs.
  - ◆ Appointed member shall serve until June 30 following next regular election. *2019*
  - ◆ At that election, successor shall be elected to serve remainder of term. If the term has expired, the successor is elected to a new term.

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**Saint Helens  
School District 502**

Code: **BBC**  
Adopted: 4/06/92  
Readopted: 2/26/07  
Orig. Code(s): BBC

**Board Member Resignation**

The Board believes that any citizen who files and seeks election or appointment to the Board should do so with full knowledge of and appreciation for the investment in time, effort and dedication expected of all Board members, and that the citizen's intent to serve reflects intention to serve a full term of office.

When a member decides to terminate service, the Board requests earliest possible notification of intent to resign so that the Board may plan for the continuity of Board business. A verbal resignation made to the district will be considered official unless a written statement to the contrary is made within three business days.

The Board will announce the resignation and declare the vacancy at its next regular meeting.

The Board will determine the procedures to be used in filling the vacancy. The Board may begin a replacement process and select a successor prior to the effective date of resignation. However, the actual appointment shall not be made before the resignation date.

END OF POLICY

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**Legal Reference(s):**

[ORS 236.325](#)  
[ORS 332.030](#)

**Cross Reference(s):**

BBE - Vacancies on the Board

**Saint Helens  
School District 502**

Code: **BBE**  
Adopted: 2/21/06  
Readopted: 2/26/07  
Orig. Code(s): BBE

**Vacancies on the Board**

The Board will declare the office of a director vacant upon any of the following:

1. The death or resignation of an incumbent;
2. When an incumbent ceases to be a resident of the district;
3. When an incumbent ceases to discharge the duties of the office for two consecutive months unless prevented by sickness or other unavoidable cause;
4. When an incumbent is removed from office or his or her election thereto has been declared void by judgment or decree of any competent court;
5. When an incumbent has been recalled from office by the voters of the district in accordance with the law.

Vacancies will be filled by appointment by the Board.

The Board appointee must be a legally registered voter and must have been a resident within the district for one year immediately preceding appointment. The appointee will serve until the next regular annual election, at which time a replacement will be duly elected. If, however, a vacancy occurs on a Board after the filing date for candidates for the Board, the appointee will serve until June 30th of the following year. In the event of multiple vacancies the position of the Board member who resigned first will be filled first.

Upon appointment by the Board, the newly appointed Board member(s) will be sworn and seated immediately.

If the offices of a majority of the directors of the district are vacant at the same time, the directors of the responsible Education Service District will appoint persons to fill the vacancies from the qualified voters of the district.

END OF POLICY

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**Legal Reference(s):**

[ORS 249.865 - 249.877](#)  
[ORS 255.245](#)

[ORS 255.335](#)  
[ORS 332.030](#)

[ORS 332.122](#)  
[ORS 332.124](#)

**Cross Reference(s):**

BBBA - Board Member Qualifications  
BBC - Board Member Resignation