

## **BOARD-DECLARED VACANCY CAUSED BY ABSENTEEISM**

When a member must be absent from a regular meeting of the School Board for any reason, that member shall inform the Board Chair of their absence and request to be excused from the meeting. If the Chair must be absent, they shall inform the Vice Chair and request to be excused from the meeting. The minutes of each meeting shall reflect the names of the members present, those absent with excuse and those absent without excuse.

An absence for any of the following reasons shall be routinely considered an excused: 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 on an individual basis.

- A. After two consecutive unexcused absences from regular meetings, the member shall be notified in writing by the Board, that a third consecutive unexcused absence from a regular meeting will constitute cause for the Board to consider declaring their seat on the Board vacant. After three consecutive unexcused absences from regular meetings, the Board shall 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.
- B. After seven absences from regular meetings, the member shall be notified in writing by the Board that an eighth absence will constitute cause for the Board to consider declaring their seat on the Board vacant. After eight absences from regular meetings, the Board shall 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 shall be provided the opportunity to present their reasons why the Board should not declare a vacancy. Following the deliberation, the Board shall vote whether or not to declare a vacancy.
- D. Should a vacancy be declared in accordance with this policy, the vacancy shall be filled in accordance with Article 4, Section 403 of the Charter of the Town of Scarborough.

Legal Reference: Article 4, Section 403 of the Charter of the Town of Scarborough

Adopted: April 4, 2013

Revised: May 16, 2024