RSU63

a. NEPN/NSBA Code:	**BBBDA**
b. Title:	**Board-Declared Vacancy Caused by Absenteeism**
c. Author:	**Board Accepted 10/26/2026**
d. Replaces Policy:	**NEW**
e. Date Approved:	**02/25/2019**
f. Previously Approved:	**Approved by Policy Committee 10/13/2026**
g. Policy Expiration:	**Review as Needed**
h. Responsible for Review:	**Policy Committee and Superintendent**
i. Date Reviewed:	**02/04/2019 Policy Committee** **02/04/2019 Superintendent**
j. Reference:	**20-A MRSA § 1474 (RSU)**

k. Narrative:

When a member must be absent from a regular meeting of the School Board for any reason, that member shall contact the Board Chair and request to be excused from the meeting; if the Chair must be absent, he/she 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. 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).

(Some SADs, RSUs and CSDs: Except for Board members who are elected from municipalities that operate under a town or city charter,) The Board shall take the following action when a member is absent without excuse.

A. After two consecutive unexcused absences from regular meetings, the member shall be notified in writing through District email and in writing **via certified mail** by the Board informing him/her that a third consecutive unexcused absence from a regular meeting will constitute cause for the Board to consider declaring his/her seat on the Board vacant.

B. After three consecutive unexcused absences from regular meetings, the Board shall notify said member in writing **by certified mail** 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. 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 his/her 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.

Legal Reference: 20-A MRSA § 1254 (SAD)
20-A MRSA § 1653 (CSD)
20-A MRSA § 2305 (NON-CHARTERED MUNICIPALITY)
20-A MRSA § 1474 (RSU)

Adopted: _____