

## SCHOOL COMMITTEE VACANCY CAUSED BY ABSENTEEISM

When a member must be absent from a regular meeting of the School Committee for any reason, that member shall contact the School Committee 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 School Committee. The minutes of each meeting shall reflect the names of the members present, those absent with excuse (if any) and those absent.

When a member must be absent from an assigned committee meeting, he / she shall contact the Superintendent's office.

- A. After two consecutive unexcused absences from regular meetings or assigned committee meetings, the member shall be notified in writing ("by certified mail") by the School Committee Chair person informing him/her that a third consecutive unexcused absence from a regular meeting will constitute cause for the School Committee to consider declaring his/her seat on the School Committee vacant.
- B. After three (3) consecutive unexcused absences from regular meetings or assigned committee meetings, the Chair of the School Committee shall notify said member in writing ("by certified mail") that the School Committee will consider declaring his/her seat vacant at the next regular meeting of the School Committee or at a special meeting called for the purpose of considering this matter.
- C. At the meeting where the declaration of a vacancy is being considered, in accordance with this policy, the School Committee member who is the subject of the action shall be provided the opportunity to present his/her reasons why the School Committee should not declare a vacancy.
- D. Following deliberation, the School Committee shall vote whether or not to declare a vacancy.
- E. Should a vacancy be declared, the vacancy shall be filled in accordance with the provisions of the Westbrook City Charter.
- 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 School Committee on an individual basis.

Legal Reference: 20-A MRSA § 2305  
Westbrook City Charter

Cross Reference: BE - School Committee Meetings  
BEDG - Minutes  
BID - School Committee Member Compensation

Adopted: November 28, 1988  
Revised: 7/22/98, March 26, 2008  
Reviewed by the Policy Committee: May 5, 2005