

CODE: BBD

COMMITTEE-DECLARED 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 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 shall determine whether or not the request shall be granted, unless otherwise ruled by a majority of the Committee. 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).

The Committee shall take the following action when a member is absent without excuse:

After two consecutive unexcused absences from regular meetings, the member shall be notified in writing (optional language: add "by certified mail") by the Committee informing him/her that a third consecutive un-excused absence from a regular meeting will constitute cause to declare his/her seat on the Committee vacant.

After three (3) consecutive unexcused absences from regular meetings, the Committee shall notify said member in writing by certified mail that the Committee may declare his/her seat vacant.

Should a vacancy be declared in accordance with this policy, the vacancy shall be filled in accordance with the appropriate provisions of the Kittery Town Charter.

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. Absences for reasons other than those identified above shall be considered by the Committee on an individual basis.

Legal Reference: KITTERY TOWN CHARTER, SEC. 4.10

Adopted: July 5, 1994