

## **Section B                    School Board Governance and Operations**

### **BBBD                        Cooperative Board Attendance**

The business of Region 8 is conducted through scheduled board and committee meetings. The conduct of business can only be carried out when a “quorum” of the membership is present. The Board understands that there are times when individuals are unable to attend a scheduled meeting. In this regard, when members are unable to attend a scheduled meeting they must:

#### **Full Board Meetings**

Contact the Director or Board Chair then the designated alternate board member from their partner school board, giving as much advance notice as possible, to inform them that they will not be able to attend the scheduled board meeting at the specified time and request that the alternate attend on their behalf. If the alternate is able to attend, the member should ensure that the alternate has all the necessary materials to serve and vote as an informed member. The alternate should be informed that they should contact the Director or Board Chair if they have any questions about the upcoming agenda or related materials.

#### **Committee Meetings**

Notify the Committee Chair of their anticipated absence, giving as much advance notice as possible.

#### **Absences and Vacancies**

After two consecutive absences from meetings without notification, the Board Chair shall take the following action:

1. The member shall be notified in writing and informed that a third consecutive absence from a meeting may result in the member’s seat being declared vacant.
2. Should a third concurrent absence without notice occur, the member will be notified in writing that their seat has been declared vacant in accordance with this policy.
3. If the vacancy occurs on the Cooperative Board, the Board Secretary shall notify the sending district’s Superintendent and the sending district shall fill the vacancy in accordance with appropriate provisions of MRS Title 20A and the Cooperative Agreement.
4. If the vacancy occurs on a committee, the Board Chair shall appoint a new member in accordance with policy BDE.

Cross References:    BDE – Board Committees

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