



Code: **BBC**
Adopted: 10/10/90
Readopted: 9/25/13; 4/12/17
Orig. Code(s): BBC

Board Member Resignation

The Board believes that any citizen who files and seeks election or appointment to the Board should do so with full knowledge of, and appreciation for, the investment in time, effort and dedication expected of all Board members, and that the citizen's intent is to serve a full term of office.

When a member decides to terminate service, the Board requests earliest possible notification of intent to resign so that the Board may plan for the continuity of Board business. Resignations must be made in writing. Board members can resign the office effective at a future date. If the resignation is effective at a future date, the resignation is binding unless withdrawn in writing by the end of the third business day after the resignation is made.

Board will announce the resignation and declare the vacancy a Board meeting.

The Board will determine the procedures to be used in filling the vacancy.

Board members resigning their positions should present such resignation in writing to the Board chair no later than 30 days before the effective resignation date so the Board may appoint and orient the replacement in a timely manner.

END OF POLICY

Legal Reference(s):

[ORS 236.320](#)

[ORS 236.325](#)

[ORS 332.030](#)