

## 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 the earliest possible notification of intent to resign so that the Board may plan for the continuity of Board business. Resignation must be submitted in writing to the Board chair. Board members can resign the office effective at a future date.

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

The Board will determine the procedures to be used in filling the vacancy. The Board may begin a replacement process and select a successor prior to the effective date of resignation; however, the actual appointment shall not be made before the resignation date.

END OF POLICY

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### Legal Reference(s):

[ORS 236.320](#)  
[ORS 236.325](#)  
[ORS 332.030](#)

### Cross Reference(s):

BBE - Vacancies on the Board