

**Neah-Kah-Nie
School District 56**

Code: **BBC**
Adopted: 11/21/01
Readopted: 11/12/07; 2/09/15
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 to serve reflects intention 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 the Board may plan for the continuity of Board business. Generally, resignations will be in writing. However, if only a verbal resignation is made to the superintendent or Board chair, a confirmation letter will be sent by certified mail. If no written response is made to the contrary within five business days following receipt of the confirmation letter, the verbal resignation will be regarded by the Board as official.

The Board will announce the resignation and declare the vacancy at its next regular 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

Legal Reference(s):

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

Cross Reference(s):

BBE - Vacancies on the Board