

## 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. A verbal resignation made to the Board chair or his/her designee will be considered official unless a written statement to the contrary is made within three business days.

A resignation becomes effective when officially accepted by the Board at its next regular meeting. The Board will announce the resignation and declare the vacancy at that 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 236.325](#)

[ORS 332.030](#)

### Cross Reference(s):

BBE - Vacancies on the Board