

Board Member Residency, Absences, and Vacancy

Purpose

This policy sets forth requirements for the district governing board concerning residency, absences from service, resignation and position vacancy.

Scope

This policy applies to the Board of Directors, Superintendent, staff and community members.

Policy

1. RESIDENCY REQUIREMENTS

- 1.1. A school board member (“director”) must remain a resident of the Valley School District to be eligible to continue to serve on the governing board. If a director’s residence changes to a place outside the district, his/her eligibility to serve ends and the director must resign immediately.
- 1.2. If a director is required to live within a specific area of the district in order to be elected or appointed to a school board position, and the director’s residence changes to a place outside the specified area but remains within the district, the director may continue to serve on the school board until the next regular school district election (the fall of odd numbered years). At that time, an election will be held to fill the board position for the director area in which the director no longer resides.
 - 1.2.1. If the change of residence occurs after the filing period for the regular school district election, but before the election, and the director is in the first two years of his/her term, he/she may continue to serve from a residence outside the director area, but within the district, until the end of the term he/she was elected to.
 - 1.2.2. If a director’s director area boundaries are redrawn during his/her term of office, the director may serve out the remainder of his/her term.

2. ABSENCES

- 2.1. Whenever possible, each Board member will give advance notice to the Board President or Superintendent of his/her inability to attend a board meeting. A majority of the Board may excuse a Board member’s absence from a meeting if requested to do so.
- 2.2. The Board may declare a Board member’s position vacant after four (4) consecutive unexcused absences from regular board meetings, if the absences were for reasons other than:
 - (a) Illness
 - (b) Active or training military duty
 - (c) Absence authorized by resolution of the Board

2.3. If a Board member is on active duty or training status with the military, the Board will grant an extended leave of absence to cover the period of service or training.

2.3.1. The extended leave of absence may not have the effect of extending the Board member's term.

2.3.2. The Board also has the authority to appoint a temporary successor to the absent Board member's position. The temporary successor will serve until the Board member returns or until the end of the Board member's term.

3. RESIGNATION

3.1. Upon receipt of a director's written resignation by the Board of Directors, the resignation becomes effective immediately unless otherwise stated. If a future date is stated, the resignation may be withdrawn any time prior to the effective date. The Board will acknowledge and announce the resignation at its next regularly scheduled meeting.

3.2. Board members who have resigned may not vote on the selection of their replacement.

4. VACANCY

4.1. In case of a vacancy of a board position, the remaining board members will fill such vacancy by appointment. The Board will receive applications from any qualified persons seeking to fill the position after suitable public notice.

4.1.1. The Board, as a committee, will evaluate the credentials of applicants and select candidates for interviews. Interviews of candidates for vacant positions will take place in a meeting open to the public.

4.1.2. The Board will appoint one of the candidates to serve until the next regularly scheduled board election, at which time a director will be elected for the unexpired term, if any.

4.2. The appointment will be approved, by roll call vote, by not less than three (3) members of the Board. If there exists fewer than three members, the Educational Service District (ESD) board members will appoint a sufficient number to constitute a legal majority of the board.

4.3. Should the Board fail to fill a vacancy within ninety (90) days from the creation of such vacancy, the ESD board members will fill such vacancy.

4.4. Appointees will be United States citizens, will meet the requirements provided by law for school directors, and be qualified voter residents of the school district and appropriate director district, if any.

Related Procedures

N/A

Policy Cross References

1110-District Election

1220-Board Officers and Duties of Board Members

Policy Legal References

- RCW 28A.310.030 – ESD Board—Membership—Board member district boundaries
- RCW 28A.330.020 – Certain board elections, manner and vote required—Selection of personnel, manner
- RCW 28A.343.340 – When elected—Eligibility
- RCW 28A.343.350 – Residency
- RCW 28A.343.370 – Vacancies
- RCW 28A.343.390 – Quorum—Failure to attend meetings
- RCW 29A.04.151 – Residence
- RCW 29A.76.010 – Counties, municipal corporations, and special purpose districts
- RCW 42.12.010 – Causes of vacancy
- RCW 73.16.041 – Leaves of absence of elective and judicial officers
- AGO 1975 No. 8 – Vacancy upon voluntary change of residence out of director district (note modification by 1999 amendment codified as RCW 28A.343.350)

Management Resources

- Policy and Legal News*, July 2016 – Other updates
- Policy News*, June 2009
- Policy News*, October 2001 – Law grants board members military leave

Policy History

Action:	Date:
Approved by the Board	March 21, 2018
Revised	
Revised	
Revised	

Previous Policy Numbers: 2005, 1114; 2006, 1115; 2026, 1450