

# Oregon School Boards Association Selected CC Sample Policy

Code: **BBC**  
Adopted:

## 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 ~~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 [—] will be considered official unless a written statement to the contrary is made within three business days.]~~ 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 [If the resignation is effective at a future date, the resignation is binding unless withdrawn in writing by the end of the third business day after the resignation is made.]

The Board will announce the resignation and declare the vacancy at ~~its next regular~~ 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 341.335](#)

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*New policy - Adopt*

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ORS 236.325

ORS 332.030