

**FILE: BBC**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

<b>DATE ADOPTED:</b> January 15, 2001	<b>FILE SECTOR:</b> BOARD GOVERNANCE & OPERATIONS
<b>DATE REVISED:</b> November 21, 2002	
<b>DATE REVISED:</b> December 17, 2009	<b>POLICY TITLE:</b> BOARD MEMBER RESIGNATION
<b>DATE REVIEWED:</b> November 19, 2015	

Board members may resign from their board position by submitting a written resignation to the board clerk. In the event the person resigning is the board clerk, the resignation shall be submitted to the board president. In the event of multiple resignations occurring at the same time, they shall be submitted in this order to the:

- clerk
- president
- vice president
- treasurer
- district administrator

Resignations submitted under regular circumstances should be dated to be effective on the date of the next regularly scheduled board meeting. Resignations not in compliance with this guideline will be effective upon the date listed in the resignation or upon receipt by the board officer/district administrator whichever occurs last. If no date is listed, then the resignation shall be effective upon delivery of the written resignation to the board clerk, or in the event the person is the board clerk, to the board president.

If the vacant board office is that of the president, the office shall be filled by the vice president. If the board vice president is also unable to perform these duties or is absent from the school district, the board clerk will serve as the board president. If all of these officers are unable to perform the assigned duties or are absent, the board treasurer will serve as the board president. Vacancies in other board offices shall be filled by other school board members and shall be determined according to district policy and state laws.

In the event that any of the officers whose signatures appear as facsimile signatures cease to be officers, such signatures shall be valid and sufficient for purposes necessary to sustain fiscal operations until such time as new officers are installed.

**CROSS REFERENCE: BBE, BCA, & BCB**

**LEGAL REFERENCE: Sections 17.01(11) & (13), 17.03, 17.26, 19.01, 66.0607, 120.05(3), 120.15-120.17 Wis. Stats.**