

DOVER SCHOOL DISTRICT	POLICY CODE: BBBC
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SECOND READING

SCHOOL BOARD MEMBER RESIGNATION

~~The School Board believes that any citizen who files for and seeks election to the School Board should do so with full knowledge of and appreciation for the investment in time, effort, and dedication expected of all School Board members and that the citizen's intent to serve reflects his or her intention to serve a full term of office.~~

~~However, if for reasons of health, change in domicile, or any other compelling reason a member does decide to terminate service, the School Board requests earliest possible notification of intent to resign so that the School Board may plan appropriately for this exigency.~~

~~Vacancies to the School Committee shall be filled in accord with Article IV, C4-5, of the Charter of the City of Dover, as it may be from time to time amended.~~

Any citizen who files for and seeks election to the Board should do so with full knowledge of and appreciation for the investment in time, effort, and dedication expected for Board Members and that the citizen's intent is to serve a full term of office.

However, if, for reasons of health, change in domicile, or any other compelling reason a Board member or other officer does decide to terminate service, the Board requests earliest possible notification of intent to resign so that the Board may plan appropriately for filling the vacancy per Board policy BBBC (relative to filling vacancies). [See Dover Charter C4-5 relating to School Board Vacancies.](#)

- A. Tender of Resignation. Ideally, a board member intending to resign will provide a written letter of resignation to the School Board Secretary, c/o the Superintendent, with a copy to the School Board Chair (or Vice Chair if the Chair is the one submitting the resignation). Alternatively, a board member may submit a letter of resignation at a meeting of the Board. In the event that a board member tenders a resignation orally, outside of a public meeting, the Board member will be requested to confirm the resignation in writing and submit the same as stated above.
- B. Board Acknowledgement. Whether submitted in writing or not, the Board shall address the tendered resignation either at the meeting at which the tender is received or at the next public meeting of the Board. There is no need for the Board to formally "approve" the resignation, as a Board may not compel a member to serve a full term by way of a negative vote on a motion to "accept". However, the Board, through the Chair or presiding officer, should acknowledge the tendered resignation at the meeting and assure that the same is reflected in the minutes. Pursuant to RSA 91-A minutes of the meeting shall also include a copy of the resignation if submitted in writing.

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- C. Effective Date. The letter/statement of resignation should indicate when the resignation will be effective. If the tendered resignation does not state a date, then the letter shall be deemed to express an intent that the resignation takes immediate effect. Also, pursuant to RSA 652:12, some vacancies (e.g., moving out of the district, conviction of a felony while in office, etc.) arise by operation of law upon a specific occurrence, and therefore are effective upon the occasion of that occurrence.
- D. Withdrawal of a Resignation. A tendered resignation, whether made in writing or orally, may not be withdrawn after the Board's acknowledgement without the consent of a majority of remaining Board members upon vote taken in a public meeting prior to a successor being appointed.
- E. Filling of Vacancy Upon Resignation. Board member vacancies shall be filled in accordance with Board policy BBBE and applicable law.

District Policy History:

Adopted October 10, 2005