

RESIGNATION NOTICES

Scope:

Resignation is a voluntary act initiated by the member to terminate employment or membership with the district.

Guidelines:

- A. Although advance notice is not required, the district requests at least two weeks written resignation notice from all members.
- B. This two week notice permits the district ample time to prepare for the members' departure and business needs.
- C. All resignations shall be tendered to the Board of Trustees at the next board meeting following receipt of a resignation.
- D. The Board of Trustees may inquire as to the member's reason for departure.
- E. The Board of Trustees should approve resignation notices of any member and record it in the meeting minutes.