

## **BOARD MEETING CONDUCT, ORDER OF BUSINESS AND QUORUM**

Board meetings will be scheduled in compliance with the law, and as deemed by the board to be in the best interests of the district and community. The board will function through:

- Regular Meetings
- Special Meetings
- Emergency Meetings

Excluding emergency meetings, public notice will be properly given for all meetings of the board, specifying date, time, location and agenda. All meetings will be open to the public with the exception of executive sessions authorized by law or as otherwise permitted under the Open Public Meeting Act. Final action resulting from executive session discussions will be taken during a meeting open to the public as required by law.

Individuals with disabilities who may need a modification to participate in a meeting should contact the superintendent's office no later than twenty-four (24) hours before a regular meeting and as soon as possible in advance of a special meeting so that special arrangements for the modification can be made.

During the interim between meetings, the office of the superintendent, as board secretary, will be the office of the board. The district's public records will be open for inspection in the manner provided by and subject to the limitation of the law.

### **Regular Meetings**

Regular meetings are held at 5:45 p.m. on the second and last Thursday of each month in the District Board Room or at other times and places as determined by the presiding officer or by majority vote of the board. All regular meetings of the board will be held within the district boundaries.

If regular meetings are to be held at places other than the District Board Room, or are adjourned to times other than a regular meeting time, notice of the meeting will be made in the same manner as provided for special meetings.

### **Special Meetings**

Special meetings may be called by the president or at the request of a majority of the board members. Special meetings may be held outside the district with proper notice of the time and location. At a special meeting, final action may only be taken on those items stated in the meeting notice.

A written notice of a special meeting, stating the time and place of the special meeting and the business to be transacted will be delivered to each board member. Notice to a director is deemed waived if the director files a written notice of waiver with the board secretary before or at the time of the commencement of the meeting or by the director's actual attendance at the meeting.

Adopted: February 25, 1999

Revised: November 18, 2004

Revised: March 26, 2015

Revised: January 11, 2018

### **Emergency Meetings**

In the event of an emergency involving fire, flood, earthquake, possible personal injury or property damage, the board may meet immediately and take official action without prior notification.

### **Public Notice**

A regular meeting of the board of directors does not require public notice if held at the time and place specified in this policy.

Public notice will be properly given for special meetings; whenever a regular meeting is adjourned to another time; or, when a regular meeting is to be held at a place other than the District Board Room.

All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting. The notice must be posted on the district's website unless the district does not have a website; employs fewer than 10 full-time equivalent employees; or does not have an employee whose job description or employment contract provides a duty to maintain or update the website.

The district must prominently display the notice at the main entrance of the district's headquarters as well as at the location of the meeting if the meeting is held at a location other than the headquarters.

Written notice of special meetings will also be delivered to each media outlet that has filed a written request for such notices. Written notice may be delivered personally or by mail, facsimile or electronic mail.

No meeting notice is required when the board is acting as a quasi-judicial body in a matter between named parties (e.g. hearing on discharge, nonrenewal or discipline of an employee, unless the employee requests a public meeting; hearing regarding suspension or expulsion of a student; for the purpose of planning or adopting strategy or positions to be taken in collective bargaining, grievance or mediation proceedings; or reviewing proposals made by a bargaining unit.)

**Agendas** (See Policy 1420)

### **Quorum**

Three (3) board members will be considered as constituting a quorum for the transaction of business.

### **Meeting Conduct and Order of Business**

All board meetings will be conducted in an orderly and business-like manner using *Roberts Rules of Order (Revised)* as a guide, except when such rules are superseded by board bylaws or

Adopted: February 25, 1999

Revised: November 18, 2004

Revised: March 26, 2015

Revised: January 11, 2018

policies. The order of business will be that indicated in the agenda. Any additions or changes in the prepared agenda may be requested by the superintendent or a board member and must be approved by majority vote of the board members present.

All votes on motions and resolutions will be by “voice” vote unless an oral roll call vote is requested by a member of the board. All votes will be approved by majority of those present and voting, unless otherwise required by law. No action will be taken by secret ballot at any meeting required to be open to the public.

An oral roll call vote of all the members of the board is required for the election of board officers, filling a vacancy on the board, or for the selection of the school district superintendent, and a majority vote of all the members of the board is required for any person to be elected or selected for such positions.

Board members are not required to be physically present to attend a board meeting. Any or all board members may attend a board meeting and vote via any communication platform (including videoconference or teleconference) that provides, at a minimum, simultaneous aural communication between those present, provided:

1. The meeting is accessible to the public.
2. The meeting accommodates any member of the public who wishes to participate.
3. The communication platform is generally known and accessible to the public.
4. The meeting is properly noticed with any required passwords or authorization codes.

During board meetings, board members will refrain from communicating electronically (e.g., by Email, text, social media) with their fellow board members.

**Public Comment** (See Policy 1430)

---

Cross References:	Board Policy	1220	Duties of Board Officers and Board Members
		1410	Executive or Closed Sessions
		1420	Proposed Agenda and Consent Agenda
		1430	Public Comment

Legal References:	RCW	28A.330.020	Certain board elections, manner and vote required - Selection of personnel, manner
		28A.320.040	Bylaws for board and school government

Adopted: February 25, 1999  
Revised: November 18, 2004  
Revised: March 26, 2015  
Revised: January 11, 2018

- 28A.330.070 Office of board — Records available for public inspection
- 28A.343.370 Vacancies
- 28A.343.380 Meetings
- 28A.343.390 Quorum — Failure to attend meetings
- 42.30.030 Meetings declared open and public
- 42.30.050 Interruptions - Procedure
- 42.30.060 Ordinances, rules, resolutions, regulations, etc., adopted at public meetings — Notice — Secret voting prohibited
- 42.30.070 Times and places for meetings - Emergencies - Exception
- 42.30.080 Special Meetings

42 U.S.C. §§ 12101-12213 Americans with Disabilities Act

Management Resources:

- 2014 - June Issue
- 2013 - April Issue
- 2012 - June Issue
- Policy News, June 2005 Special Meeting Notice Requirements

Adopted: February 25, 1999  
Revised: November 18, 2004  
Revised: March 26, 2015  
Revised: January 11, 2018