

## **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 (1) regular meetings, (2) special meetings, and (3) emergency meetings.

### Regular Meetings

Regular meetings shall be held at 6:00 p.m. on the second and fourth Mondays of each month, except December, when there shall be a single meeting held on the third Monday of the month. Meetings will be held in the District Board Room, located in the portable classroom building outside of the district office, or at other times and places as determined by the presiding officer or by majority vote of the board. If regular meetings are to be held at places other than the District Meeting Room, or are scheduled or adjourned to times other than a regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. All regular meetings of the board shall be held within the district boundaries. When a regular meeting date falls on a legal holiday, the meeting shall be rescheduled.

### Special Meetings

Special meetings may be called by the president or on a petition of a majority of the board members. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each board member not less than twenty-four (24) hours prior to the time of the meeting. Written notice shall also be sent not less than twenty-four (24) hours prior to the meeting to each newspaper and radio or television station that has filed a written request for such notices. Written notice shall be by hand-delivery, US Mail, Facsimile, or e-mail. Final disposition shall not be taken on any matter other than those items stated in the meeting notice.

### 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

Public notice shall be properly given for any special meeting; whenever a regular meeting is adjourned to another time; or, when a regular meeting is to be held at a place other than the High School/Middle School Library

All meetings shall be open to the public with the exception of executive sessions authorized by law. 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 three days before a regular meeting and as soon as possible in advance of a special meeting so that special arrangements can be made.

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

Quorum

Three board members shall 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 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.

The board shall establish its regular order of business, but may elect to change the order by a majority vote of the members.

Votes on motions and resolutions shall be by oral roll call vote. No action shall 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.

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Cross References:	Board Policy 1220	Board Officers and Duties of Board Members
	1410	Executive or Closed Sessions
Legal References:	RCW 28A.343.390	Directors--Quorum--Failure to attend meetings
	RCW 28A.343.370	Directors--Filling vacancies
	RCW 28A.320.040	Directors--Bylaws
	RCW 28A.330.020	Certain board elections, manner and vote required
	RCW 42.30	Open Public Meetings Act
	42.30.60	Open Public Meetings--Voting by secret ballot prohibited
	RCW 28A.343.380	Directors--Meetings
	RCW 28A.330.070	Office of board--Records available for public inspection

United States Code, Title 43  
" 12101-12213 Americans with Disabilities Act

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Woodland School District #404