

**MEETING CONDUCT, ORDER OF BUSINESS AND QUORUM MEETINGS OF THE
BOARD OF DIRECTORS**

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.

Open Meetings. All meetings, including study sessions and retreats, must be advertised as meetings that are open to the public. If the board wishes to devote all or most of a special meeting to an issue(s) to be discussed in executive session the special meeting should be called to order and recessed to an executive session. The purpose of the executive session should be announced and recorded in the minutes (e.g., RCW 42.30.110(1)(f)). If an item is to be discussed in executive session in accordance with RCW 42.30.110, the item of business must also appear on the agenda if final action is to be taken following the executive session.

Regular Meetings

Regular meetings shall be held at 5:00 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 time and place of the special meeting and the business to be transacted. 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 electronic mail. The notice must be posted on the district's website.

The district must also 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.

All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting.

The written notice requirement will be deemed waived if a member:

1. Submits a written waiver of notice to the board secretary at or prior to the time the meeting convenes. The waiver may be given by telegram, fax, or electronic mail;
or

2. Is actually present at the time the meeting convenes.

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

All meetings shall be open to the public with the exception of executive sessions and closed 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.

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~~ District Meeting Room Portable.

The notice of the meeting must also be posted on the district's website, the door of the main offices and the door at the location of the meeting, if it different than the district's offices.

All public notices of board meetings should inform persons with disabilities that they may 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 for them to participate in board meetings.

Should the board may recess a regular, special or recessed meeting to a specific future time notice of such a recess and continuation must be posted at or near the door of the meeting room. Notification to the press is not required.

~~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.~~

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

~~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) Francis' Democratic Rules of Order 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. The board secretary shall be responsible for preparing the proposed agenda for each meeting, in consultation with the President. Copies of the agenda, minutes of the previous meeting and relevant supplementary information will be delivered to each board member at least three (3) days in advance of the meeting and will be available online to any interested citizen. A typical agenda will take the following form:

1. Pledge of Allegiance
2. Citizens Request to Address the Board on Non-Agenda Items
3. Citizens Request to Address the Board on Agenda Items
4. Approval of Minutes
5. Reports to the Board
6. Correspondence
7. Board Reports and Requests
8. Discussion Items
9. Consent Agenda
10. Action Items
11. Executive Session

Consent Agenda

To expedite business at a school board meeting, the board approves the use of a consent agenda which includes those items considered to be routine in nature. The consent agenda will appear on the regular agenda under action items. Some examples of items that may be included on a consent agenda are:

1. Accounts Payable
2. Approval of Travel Requests
3. Approval of Personnel Actions

Any item that appears on the consent agenda may be removed by a member of the board. Board members will make every attempt to notify the superintendent prior to the meeting of their request to remove any personnel items from the consent agenda to be discussed in executive session. The consent agenda will then be revised to reflect that removal prior to the meeting.

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Board members reserve the right to remove at the meeting any or all personnel issues to executive session. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

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 the Board President or majority vote of the board members present. At a special meeting, final action may be taken only on that business contained in the notice of the special meeting.

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

The board shall establish its regular order of business, but may elect to change the order at the direction of the board president or 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.

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

Executive Sessions

Before convening in executive session, the chair shall publicly announce the general purpose for excluding the public from the meeting place and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the chair.

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An executive session may be conducted for one or more of the following purposes:

- A. To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
- B. To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price;

however, the final action of selling or leasing public property shall be taken in a meeting open to the public;

C. To review negotiations on the performance of publicly-bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;

D. To receive and evaluate complaints or charges brought against a director or staff member; however, upon the request of such director or staff member, a public hearing or a meeting open to the public shall be conducted on such complaint or charge;

E. To evaluate the qualifications of an applicant for public employment or to review the performance of a staff member; however, discussion of salaries, wages, and other conditions of employment to be generally applied within the district shall occur in a meeting open to the public, and when the board elects to take the final action of hiring, setting the salary of an individual staff member or class of staff members, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;

F. To evaluate the qualifications of a candidate for appointment to the board; however, any interview of such candidate and final action appointing a candidate to the board shall be in a meeting open to the public; or

G. To discuss with legal counsel representing the district matters relating to district enforcement actions, or to discuss with legal counsel representing the district litigation or potential litigation to which the district, the board, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the district.

Closed Sessions

The Open Public Meetings Act does not apply to certain board activities and public notice is not required prior to holding a closed session for any of the following purposes:

A. Consideration of a quasi-judicial matter between named parties as distinguished from a matter having a general effect on the public or a class or group; or

B. Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement, or when the board is planning or adopting the strategy or position to be taken during the course of collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

Public Comment

All members of the public wishing to make comment to the board will be asked to sign in prior to the board meeting so they may be recognized by the board president prior to making public comment.

The board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of such comment, the board will provide a period at the beginning of the meeting during which visitors may present to the board. If possible, such presentations should be scheduled in advance.

During the public comment period at the beginning of the meeting The Board will also allow individuals to express an opinion ~~prior to board action~~ on agenda items ~~that the board determines require or will benefit from public comment~~. Written and oral comment will be accepted by the board before the adoption or amendment of policies not expressly or by implication authorized by state or federal law, but which will promote the education of kindergarten through twelfth grade students in public schools or will promote the effective, efficient or safe management and operation of the district. Individuals wishing to be heard by the board will first be recognized by the president.

Individuals, after being recognized by the board president and after identifying themselves, will proceed to make comments within the time limits established by the board president. Any representative of a firm eligible to bid on materials or services solicited by the board will also be entitled to express an opinion. The president may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene or irrelevant. The board as a whole, has the final decision in determining the appropriateness of all such rulings.

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 arrangements for the modification can be made.

Cross References:	Board Policy	1220	Board Officers and Duties of Board Members
		<u>6215</u>	<u>Voucher Certification and Approval</u>
		<u>6020</u>	<u>System of Funds and Accounts</u>
		<u>1410</u>	<u>Executive or Closed Sessions</u>
		<u>1420</u>	<u>Proposed Agenda and Consent Agenda</u>

Legal References:	RCW	28A.343.390	Directors--Quorum--Failure to attend meetings
		28A.343.370	Directors--Filling vacancies
		28A.320.040	Directors--Bylaws
		28A.330.020	Certain board elections, manner and vote required
		42.30	Open Public Meetings Act
		42.30.60	Open Public Meetings--Voting by secret ballot prohibited

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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

Revision Date: 10/08/07, 9/08/08, 1/23/12, 10/08/12, 6/24/13, 9/9/13, 11/12/13, [2/9/2015](#) |
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