

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 Business Meetings

Regular business meetings are held at 5:30 p.m. on the fourth Monday of each month, except December, when the meeting will be held on the third Monday of the month. Meetings will be held in the District Meeting Room, located in the portable classroom building next to TEAM High School, or at other times and places as determined by the presiding officer or by majority vote of the board. An agenda of business to be transacted must be posted on the district website not less than twenty-four (24) hours in advance of the published start time of the meeting

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 will be made in the same manner as provided for special meetings. All regular meetings of the Board will be held within the district boundaries.

Regular Study Sessions

The purpose of Regular Study Sessions is to engage in in-depth study of topics related to student learning, budget and resource allocation, improvement strategy, and topics related to ensuring active progress toward accomplishing the Board's vision. Study sessions may also include approval of a consent agenda to ensure the business functions of the school district are transacted in a timely fashion.

Regular study sessions will be held at 5:30 pm on the second Monday of each month except December. Meetings will be held in the District Meeting Room, located in the portable classroom building next to TEAM High School, 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 will be made in the same manner as provided for special meetings. All regular meetings of the Board will be held within the district boundaries.

Special Meetings

Special meetings may be called by the president or at the request 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 will be delivered to each board member. All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting. Written notice will be by hand-delivery, US Mail, Facsimile, or electronic mail. The written notice requirement will be deemed waived if a member 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 is actually present at the time the meeting convenes.

Final disposition will not be taken on any matter other than those items stated in the special 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.

Executive Sessions

Executive Sessions may be held during a regular or special meeting for purposes defined in RCW 42.30.110. These shall include:

1. (1)(b) 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;
2. (1)(c) 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, final action selling or leasing public property shall be taken in a meeting open to the public;
3. (1)(d) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;
4. (1)(f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;
5. (1)(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;
6. (1)(h) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public;
7. (1)(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, 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 agency.

Before convening in executive session, the presiding officer of a governing body will publicly announce and cause to be recorded in the meeting minutes the purpose for excluding the public from the meeting place (e.g., RCW 42.30.110(1)(f)), 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 presiding officer. 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.

Closed Meetings

As authorized in RCW 42.30.140 the Board may meet in a closed session. Closed sessions are exempt from the posting public posting requirements of this policy but, in the interest of transparency closed meetings will be posted whenever practicable. The purpose of closed sessions is limited to:

1. A meeting or portion of a meeting of a quasi-judicial body which relates to a quasi-judicial matter between named parties as distinguished from a matter having general effect on the public or on a class or group; or
2. Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

Public Notice

All meetings will be open to the public with the exception of executive sessions and closed sessions as 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 will be properly given for any regular or 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 District Meeting Room portable.

Written notice will be delivered 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. All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting. Written notice will be by hand-delivery, US Mail, Facsimile, or electronic mail.

The notice of the meeting must be prominently displayed on the district's website, the door of the district's headquarters, and the door at the location of the meeting, if it different than the district's offices.

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.

Offices of the Board

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.

Quorum

Three Board members will be considered as constituting a quorum for the transaction of business. 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.

Agenda and Order of Business

The board secretary will 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 available online to each board member and any interested citizen at least three (3) days in advance of the meeting.

The board president may elect to amend the agenda or change the order of business. The board may also amend the agenda or change the order of business by a majority vote of the members present.

A typical regular business meeting agenda will take the following form:

1. Pledge of Allegiance
2. Citizens Request to Address the Board on Non-Agenda Items
3. Reports to the Board
4. Correspondence, Board Reports, Requests and Comments
5. Discussion Items
6. Consent Agenda
7. Action Items
8. 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. Approval of Minutes of Prior meeting(s)
2. Accounts Payable
3. Approval of Travel Requests
4. Approval of Personnel Actions

Any item that appears on the consent agenda may be removed by a member of the Board and placed on the regular agenda. The remaining items on the consent agenda 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.

Meeting Conduct

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.

Votes of the Board

All votes on motions and resolutions will be by oral roll call vote. No action will be taken by secret ballot at any meeting required to be open to the public. Votes will be passed by a majority vote of members present.

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

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, members of the public will refrain from making any comment until after the board president recognizes him or her. Individuals, after being recognized by the board president will proceed to make comments within the time limits established by the board president, which shall not be less than 3 minutes. 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.

- Public comment on non-agenda items: The board will provide time at the beginning of their regular business meeting during which visitors may present to the board. All members of the public wishing to make comment to the Board on items not listed on the agenda 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. Individuals who do not wish to identify themselves may use a pseudonym.
- Public comment on agenda items: The board may also allow members of the public to comment on items listed on the agenda as Discussion Items or Action Items. Such comment will occur after the presentation of that item and prior to any board action. Any representative of a firm eligible to bid on materials or services solicited by the board will also be entitled to express an opinion.
- Public comment at work sessions: The board will provide time at the end of their work sessions during which visitors may present comment to the board regarding the topic(s) discussed and studied at the work session.

Minutes

The secretary of the board keeps the minutes of all board meetings. Minutes become official after approval at the board's next regularly scheduled meeting and must be retained as a permanent record of the district. Minutes must be comprehensive and will show:

The date, time and place of the meeting;
The presiding officer;
Members in attendance;
Items discussed during the meeting and the results of any voting that may have occurred;
Action to recess for executive session with a general statement of the purpose;
Time of adjournment; and
Signature of presiding officer and date minutes approved.

When issues are discussed that may require a detailed record, the board may direct the secretary to record the discussion. Audio or video recordings will be maintained on file as follows:

If the recording is transcribed verbatim (word for word), the recording must be retained for one (1) year; or

If the recording is only used as a reference to create written minutes, the recording must be retained for six (6) years.

Unofficial minutes will be provided to board members in advance of the next regularly scheduled meeting of the board and will also be available to other interested citizens. Minutes need not be read publicly, provided that members have had an opportunity to review them before adoption.

A file of permanent minutes of all board meetings will be maintained in the office of the board secretary to be made available for inspection upon the request of any interested citizen. Except as otherwise provided by law, permanent minutes will not be destroyed until approved for destruction by the appropriate district personnel. Permanent minutes should be preserved in a manner that protects them from loss.

Absence of a Board Member

Whenever possible each board member will give advance notice to the president or superintendent of his/her inability to attend a board meeting. A majority of the board may excuse a board member's absence from a meeting if requested to do so.

The board may declare a board member's position vacant after four (4) consecutive unexcused absences from regular board meetings, if the absences were for reasons other than 1) illness; 2) active or training military duty; or 3) those authorized by resolution of the board.

If a board member is on active duty or training status with the military, the board will grant an extended leave of absence to cover the period of service or training. The extended leave of absence may not have the effect of extending the board member's term. The board also has the authority to appoint a temporary successor to serve the absent board member's position. The temporary successor will serve until the board member returns or until the end of the board member's term.

Cross References: Board Policy 1220
Board Policy 6215
Board Policy 6020

Board Officers and Duties of Board Members
Voucher Certification and Approval System of Funds and Accounts

Legal References: RCW 28A.343.390
RCW 28A.343.370
RCW 28A.320.040
RCW 28A.330.020

RCW 42.30
RCW 28A.343.380
RCW 28A.343.390
RCW 28A.330.070

RCW 28A.400.030
RCW 40.14.070

RCW 42.12.010
RCW 73.16.041

Directors--Quorum--Failure to attend meetings
Directors--Filling vacancies RCW
Directors--Bylaws
Certain Board elections, manner and vote required
Open Public Meetings Act RCW
Directors—Meetings
Quorum— Failure to attend meetings
Office of Board--Records available for public inspection
Superintendent's duties
Destruction, disposition, donation of local government records — Preservation for historical interest.
Causes of vacancy
Leaves of absence of elective and judicial officers

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,
2/23/15, 2/14/16, 12/19/16, 4/24/17

Adoption Date: April 18, 2001
Woodland School District #404