

Section: **BOARD OF DIRECTORS**

Policy Title: **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**

Unless otherwise established and publicly advertised, regular meetings of the Board of Directors shall be held in the board room at the Ruth B. Clark Educational Services Center (district office), 601 Crawford Street, or at other sites as determined by the board. The Board will generally meet twice a month. 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 board room at the Ruth B. Clark Educational Services Center, 601 Crawford Street, 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. All regular meetings of the board will be held within the district boundaries.

**Special Meetings**

Special meetings may be called by the chair by petition of a majority of the board members. Notice of a special meeting, stating the purpose, time and place of the special meeting shall be delivered to each board member not less than twenty-four (24) hours prior to the meeting. 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. Notice may be delivered personally or by mail, facsimile or electronic mail. Notice of the special meeting will be posted on the district's website.

The district must also prominently display the notice at the main entrance of the district office, as well as at the location of the meeting, if the meeting is held at a different site.

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 administration office board room.

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.

All votes on motions and resolutions shall be by "voice" vote unless an oral roll call vote is requested by a member of the board. 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. A majority vote of all the members of the board is required for any person to be elected or selected for such positions.

### **Public Comment and Audience Participation**

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 follow guidelines set forth in Policy 1430, Audience Participation in Board Meetings. If possible, such presentations should be scheduled in advance.

Cross Reference:	Board Policy 1220	Board Officers and Duties of Board Members
	Board Policy 1410	Executive or Closed Sessions
	Board Policy 1430	Audience Participation in Board Meetings

Legal References:	RCW 28A.330.020	Certain board elections, manner and vote required-Selection of personnel, manner
	RCW 28A.320.040	Directors – Bylaws
	RCW 28A.330.070	Office of board – Records available for public inspection
	RCW 28A.343.370	Vacancies
	RCW 28A.343.380	Meetings
	RCW 28A.343.390	Quorum – Failure to attend meetings
	RCW 42.30.030	Meetings declared open and public
	RCW 42.30.050	Interruptions - Procedure
	RCW 42.30.060	Ordinances, rules, resolutions, regulations, etc., adopted at public meetings – Notice – Secret voting prohibited
	RCW 42.30.070	Time and places for meetings – Emergencies-Exception
	RCW 42.30.80	Special meetings
	Ch.42 U.S.C. §§ 12101-12213,	Americans with Disabilities Act

Management Resources: *Policy News*, June 2014  
*Policy News*, June 2005 Special Meeting Notice Requirements  
*Policy News*, June 2012 Special Meetings Requirements

Adopted: January 23, 2006  
Revised: September 23, 2013  
Revised: January 13, 2015