

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.

Meetings

A. Regular Meetings

Regular meetings are held at 6:00p.m. on the last Wednesday of each month at the Virginia Granger Elementary School library on the odd numbered months of the year and at the High School Library on the even numbered months of the year, 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 hours in advance of the published start time of the meeting.

If regular meetings are to be held at places other than the Administration Building 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.

B. Special Meetings

Special meetings may be called by the Superintendent 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. Written notice will also be delivered to each newspaper and radio or television station that has filed a written request for such notices. Written notice may be delivered personally or by 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 will not be taken on any matter other than those items stated in the meeting notice.

C. 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 will 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 Building.

All meetings will be open to the public with the exception of executive or 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.

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 accommodations 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.

Quorum

Three 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 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. 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 physically attend a regular or special board meeting. Any or all board members may attend a board meeting and vote via any communication platform- including video conference or teleconference- that provides, at a minimum, speaking and listening between board members and between board members and the audience, provided: 1) the meeting is properly noticed; and 2) less than three board members can physically attend the regular or special board meeting.

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

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 make formal presentations. Such presentations need to be scheduled at least five working days in advance of the meeting, have taken the proper procedural steps to resolve the issue before addressing the board, have completed and returned to the Superintendent's office the form requesting an audience with the board. At the meeting, the chair will recognize the guest speaker; the guest will identify him/herself, then proceed to make comments until the time limit is up, as specified in the completed form. The chairman may interrupt or terminate an

individual’s statement when s/he feels it is too lengthy, personally directed toward a board member or staff member, abusive, obscene, or irrelevant.

Individuals with disabilities, who may need a modification to participate in a meeting, should contact the superintendent’s office no later than 5 working days before a regular meeting and as soon as possible in advance of a special meeting so arrangements for modification can be made.

<p>Cross Reference:</p>	<p>Policy 1220 Policy 1410 Policy 1420</p>	<p>Board Officers and Duties of Board Members Executive or Closed Sessions Proposed Agenda and Consent Agenda</p>
<p>Legal References:</p>	<p>RCW 28A.330.020 RCW 28A.320.040 RCW 28A.330.070 RCW 28A.343.370 RCW 28A.343.380 RCW 28A.343.390 RCW 42.30.030 RCW 42.30.050 RCW 42.30.060 RCW 42.30.070 RCW 42.30.080 42 U.S.C. §§ 12101-12213</p>	<p>Certain board elections, manner and vote required Directors — Bylaws for board and school government Office of board — Records available for public inspection Directors — Vacancies Directors — Meetings Directors — Quorum — Failure to attend meetings Meetings declared open and public Interruptions — Procedure Open Public Meetings — Voting by secret ballot prohibited Time and places for meetings- Emergencies-Exception Special meetings Americans with Disabilities Act</p>
<p>Management Resources:</p>	<p><i>Policy News</i>, June 2012 <i>Policy News</i>, June 2005</p>	<p>Special Meetings Requirements Special Meeting Notice Requirements</p>

Updated: 9.28.22