

Board of Directors

Meeting Conduct, Order of Business and Quorum

Meetings

Board meetings will be scheduled in compliance with the law as deemed by the Board to be in the best interests of the district and community. The Board will function through regular meetings, special meetings, and emergency meetings.

1. Regular Meetings

Regular meetings are normally held at 6:00pm (unless special circumstances) on the second and fourth Wednesday of each month in the Board Room at the Resource Service Center or at other times and places as determined by the presiding officer or by majority vote of the Board. An agenda of the business the Board will transact 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 the Board will hold regular meetings at places other than the Board Room at the Resource Service Center, or if the Board adjourns to times other than a regular meeting time, the Board will provide notice of the meeting in the same manner as provided for special meetings. All regular meetings of the Board will be held within the district boundaries.

2. Special Meetings

Special meetings may be called by the chair/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 not less than twenty-four (24) hours prior to the time of the meeting. Written notice will also be sent not less than twenty-four (24) hours prior to the meeting to each local newspaper of general circulation and to any radio or television station that has filed a written request for such notices. Written notice may be delivered personally, by mail, facsimile, or email. Written notice must also be posted on the district's website. The Board will not take final disposition on any matter other than those items stated in the meeting notice.

3. 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 Board Room at the Resource Service Center.

All meetings will be open to the public, with the exception of executive or closed sessions authorized by law. The Board will take final action resulting from executive session discussions 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 arrangements for the modification 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 and Voting

Three Board members will be considered as constituting a quorum for the transaction of business, including voting. 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 a communication platform that provides simultaneous aural communication with those in attendance. Additionally, any meeting held via communication platform must: 1) include proper notice with any required passwords or authorization codes; 2) be known and accessible to the public, and 3) accommodate any member of the public who wishes to participate.

The Board will take no action by secret ballot at any meeting. The Board votes on motions and resolutions by "voice" vote, unless a Board member requests to vote by oral roll call, in which case the Board will do so. A motion passes when a majority of those Board members present and voting vote in favor. However, a majority vote of all Board members is required to elect or select a Superintendent or Board officer and the Board must vote on these matters by an oral roll call. The Board will vote by an oral roll call whenever required by law.

Meeting Conduct and Order of Business

All Board meetings will be conducted in an orderly and business-like manner. The Board uses Roberts Rules of Order (Revised) as a guide, except when such rules are superseded by Board policies. During Board meetings, Board members will refrain from communicating electronically (e.g., by email, text, social media) with their fellow Board members.

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

Public Attendance and Comment

Any member of the public may attend Board meetings, including individuals who do not live within district boundaries. The Board will not require people to sign in, complete questionnaires, or establish other conditions for attendance.

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 public comment, the Board will provide a period of the meeting during which visitors may address the Board on any topic within the scope of the Board's responsibility. The Board may structure the public comment period, including determining the total time allotted for public comment. The Board is not obligated to provide additional public comment time to accommodate everyone in attendance who wishes to speak. Any structure the Board poses will be content neutral.

The Board may require those who wish to speak (but not all attendees) to sign in at the podium or online through this [Public Comment](#) link so that the Board has a tally of individuals who wish to speak and can call them forward. When called to speak, individuals will identify themselves and proceed to make comments within the time limit established by the Board. The Board is not obligated to respond to questions or challenges made during the public comment period and the Board's silence will not signal agreement or endorsement of the speaker's remarks. The Board may control the time, place and manner of public comments. The chair/president may terminate an individual's statement when the allotted time has passed and may interrupt a speaker to require the same standard of civility that the Board imposes on itself. Examples of uncivil comments include comments that:

- Are libelous or slanderous;
- Are an unwarranted invasion of privacy;
- Are obscene or indecent pursuant to the Federal Communications Act or any rule or regulation of the Federal Communications Commission;
- Violate school district policy or procedure related to harassment, intimidation, bullying, or discrimination;
- Incite an unlawful act on school premises or violate a lawful school regulation; or
- Create a material and substantial disruption of the orderly operation of the Board meeting

The Board as a whole has the final decision in determining the appropriateness of all such rulings and can maintain order by removing those who are disruptive. However, the Board recognizes the distinction between uncivil discourse, which it will not tolerate, and comments about the Board, district, and/or staff that are negative yet still civil in nature and will exercise its authority to maintain order in a content neutral manner.

In addition to the public comment period at the beginning of the meeting, the Board will identify the agenda items that would benefit from the opportunity for public comment and provide those opportunities as part of the meeting agenda before taking final action. Individuals who wish to speak about specific agenda items are encouraged to state so when signing up at the podium or online to speak.

Opportunity for public comment is required before the Board adopts or amends a policy that is not expressly or by implication authorized under state or federal law, but which will promote the education of K-12 students, or will promote the effective, efficient, or safe management and operation of the district.

Cross References: Policy 1220 Board Officers and Duties of Board Members
Policy 1410 Executive or Closed Sessions
Policy 1420 Proposed Agenda and Consent Agenda

Legal References: RCW 28A.330.020 Certain Board elections, manner and vote required –
Selection of personnel, manner
RCW 28A.320.040 Directors—Bylaws for Board and school government
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 – Procedures
RCW 42.30.060 Ordinances, rules, regulations, etc.,
adopted at public meetings – Notices - Secret Ballot
Voting prohibited
RCW 42.30.070 Times and places for meetings – Emergencies – Exception
RCW 42.30.080 Special Meetings
42 U.S.C. §§ 12101-12213 Americans with Disabilities Act

Classification: Essential

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May 11, 2022