

**WHITE RIVER SCHOOL DISTRICT #416
BOARD POLICY**

No. 1400

1000 - THE BOARD OF DIRECTORS

Meetings

1400 - 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 5:30 p.m. on the second Wednesday of each month in the District Board/Conference room 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 Board/Conference Room, 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 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. 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.

D. Executive or Closed Sessions

Before convening in executive session, the president 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 president. An executive session may be conducted for one or more of the following purposes:

1. 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. 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;
3. To review negotiations on the performance of publicly-bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;
4. 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;
5. 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;
6. 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

To discuss with legal counsel representing the district matters relating to district enforcement actions, or 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. Potential litigation means matters protected by attorney-client privilege related to litigation that has been specifically

threatened; litigation that the district reasonably believes may be commenced; or the litigation or legal risks of a proposed action or current practice of the district, if public discussion is likely to result in an adverse or financial consequence to the district.

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:

1. 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
2. Collective bargaining sessions with employee organizations or professional negotiations with an employee, 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 while in progress.

Quorum

The board of directors may take action when a quorum is present. 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 *Robert's 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.

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 shall be by voice vote unless a roll call vote is requested by the president or other member of the board. All votes will be approved by majority of those present and voting, unless otherwise required by law. 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.

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.

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 identifying themselves, will proceed to make comments within the time limits established by the board. 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.

Management Resources:	<i>Policy News</i> , June 2001 <i>Policy News</i> , June 2005 <i>Policy News</i> , June 2012 <i>Policy and Legal News</i> , June 2014	Legislature Addresses Executive Sessions Special Meeting Notice Requirements Special Meeting Requirements
Cross Reference:	Board Policy 1220 Board Policy 1420	Board Officers and Duties of Board Members Proposed Agenda and Consent Agenda
Legal References:	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 RCW 42.30.110 RCW 42.30.140 Ch.42 U.S.C. §§ 12101-12213,	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 Executive sessions Chapter controlling - Application Americans with Disabilities Act