

MEETING CONDUCT, ORDER OF BUSINESS AND QUORUM

The board will schedule its meetings 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

Regular meetings are held at 7 pm; p.m.) on the 2nd and 4th Thursdays of each month as adopted by the board annual meeting calendar in the board room at the district office or at other times and places as determined by the board President 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.

Work sessions will be scheduled before a regular scheduled board meeting unless adopted by the annual board schedule. . All regular meetings of the board will be held within the district boundaries.

Special Meetings

Special meetings will be called by the board *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 or emailed to each board member. Written notice will also be provided to each newspaper and radio or television station that has filed a written request for such notices. Written notice will be delivered personally, by mail, facsimile, or electronic mail. The notice will be posted on the district's website.

The district will prominently display the notice at the main entrance of the district's district office as well as at the location of the meeting if the meeting is held at a location other than the district office.

All required notices will be delivered or posted not less than twenty-four (24) hours prior to the meeting.

A board member waives the written notice requirement if they:

1. Submits a written waiver of notice to the board secretary at or prior to the time, the meeting convenes. The waiver will be given by telegram, fax, or electronic mail; or
2. Is actually present at the time the meeting convenes.

The board will not take final disposition 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 will meet immediately and take official action without prior notification.

Public Notice

The board will give proper public notice 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 district office.

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 (3) 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 Superintendent's office, 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

A quorum consists of the majority of all board members. The school board has five (5) board members which three (3) board members constitute a quorum. A quorum is required 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 can attend a board meeting and vote via any communication platform that provides simultaneous aural communication with those in attendance. Additionally, any meeting held via a communication platform will: 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 required to be open to the public. 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 (in person or via the district communication platform and voting vote in favor. 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

The board will conduct all board meetings in a civil, orderly, and business-like manner. The board uses *Roberts Rules of Order (Revised)* as a guide, except when board bylaws or policies supersede such rules. During board meetings, board members will refrain from communicating electronically (e.g., by e-mail, text, social media) with their fellow board members.

The board will use the agenda to establish its regular order of business. Either the Superintendent or a board member can request additions or changes to the prepared agenda, and the board can adopt a revised agenda or order of business by a majority vote of the board members present. At a special meeting, the board can take final action only on that business contained in the notice of the special meeting.

Public Attendance and Comment

Any member of the public can 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 will structure the public comment period, including determining the total time allotted for public comment and equally apportioning the minutes for each speaker. The board is not obligated to provide additional public comment time to accommodate everyone in attendance who wishes to speak. Any structure the board imposes will be content neutral.

The board requires those who wish to speak (but not all attendees) to sign in so that the board has a tally of individuals who wish to speak and can call them to speak. When called upon, individuals will identify themselves, their home address and proceed to make comments within the three (3) minute 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. Total comments on any one topic, agenda or non-agenda, will be limited to fifteen (15) minutes in total. At least two board directors need to concur to extend a topic for additional fifteen (15) minute increments. Each fifteen (15) minute extension requires a new motion and second. The board will control the time, place, and manner of public comment. The board President or designee will 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 will maintain order by removing individuals that 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 members 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 during the meeting, the board will identify the agenda items that require or would benefit from opportunity for public comment and provide those opportunities as part of the meeting agenda before taking final action. Individuals or groups who wish to present to the board on an agenda item are encouraged to request and schedule such presentations in advance to the board Secretary.. Opportunity for public comment—both oral and written 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. Additionally, the board will provide an opportunity for a representative of a firm eligible to bid on materials or services solicited by the board to present about their firm.

Cross References:

- 1005 - Key Functions of the Board
- 1006 - Board of Directors: Mission Statement
- 1007 - Board of Directors: Belief Statements
- 1008 - Board of Directors: Value Statements
- 1009 - Board of Directors Code of Governance
- 1010 - Operating Principles for Board and Superintendent
- 1112 - Director Orientation
- 1401 - Annual Regular School Board Meeting Schedule
- 1410 - Executive or Closed Sessions
- 1420 - Proposed Agenda and Consent Agenda
- 1440 - Minutes
- 1450 - Absence of a Board Member
- 1620 - Board/Superintendent Operating Protocols
- 1810 - Annual Governance Goals and Objectives
- 1820 - Board Self-Assessment
- 4121 - School Board Meetings
- 6570 - Data and Records Management

Legal References:

RCW 28A.330.020 Certain board elections, manner and vote required - Selection of personnel, manner
RCW 28A.320.040 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 - Procedure
RCW 42.30.060 Ordinances, rules, resolutions, regulations, etc., adopted at public meetings — Notice — Secret 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

Adoption Date: 6/27/2005

Revised Dates: 11/10/2008, 5/19/2016, 6/1/2016, 6/23/2016, 7/14/2016, 1/9/2019, 2/14/2019, 3/25/2021