

## **SCHOOL BOARD MEETINGS**

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 conduct business through (1) regular meetings, (2) special meetings and (3) emergency meetings.

### **REGULAR MEETING SCHEDULE**

The Board will annually (usually in June) adopt a schedule of regular meetings to be held during the next fiscal year. All regular meetings of the Board shall be held within District boundaries.

Regular meetings will normally be held on the first and third Mondays of September, October, November, January, February, March, May, June and August; on the second Monday of December; and, on the third Monday of April and July. The meetings will normally be held in the Board Room at the Esther R. Knox Administrative Center, except, the meetings on the third Monday of September, October, November, January, February, March and May will be held at a District school, as established by the adopted annual meeting schedule. When a regular meeting date falls on a legal holiday, the meeting will normally be held on the next business day.

### **SPECIAL MEETINGS**

Special meetings may be called by the president or on a petition of a majority of the Board members. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each Board member not less than twenty-four (24) hours prior to the time of the meeting. Written 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. Written notice may be delivered personally or by mail, facsimile or electronic mail. Final disposition shall not be taken on any matter other than those items stated in the meeting notice.

### **STUDY SESSIONS**

The Board may meet in study sessions prior to regular meetings or at other designated times, subject to the notice requirements of law and Board policy. Study sessions will be held to provide an opportunity for Board members to seek and receive information and discuss and deliberate matters pending before the Board. Study sessions shall be open to the public.

### **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 scheduled.

All meetings, including study sessions and retreats, must be advertised as meetings that are open to the public. If the Board wished to devote all or most of a special meeting to an issue(s) to be discussed in executive session (Board Policy 1410), the special meeting should be called to order and then recessed to an executive session. The purpose of the executive session should be announced and recorded in the minutes (e.g., real estate or personnel matters, and litigation).

All meetings shall be open to the public with the exception of executive sessions 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 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, and a majority vote of all the members of the Board is required for any person to be elected or selected for such positions



Cross References:

- Board Officers and Duties of Board Members..... Policy 1220
- Executive or Closed Sessions ..... Policy 1410

Legal References:

- Certain Board elections, manner and vote required ..... RCW 28A.330.020
- Directors—Bylaws..... RCW 28A.320.040
- Office of Board—Records available for public inspections..... RCW 28A.330.070
- Directors—Filling vacancies ..... RCW 28A330.370
- Directors—Meetings..... RCW 28A.343.380
- Directors—Quorum—Failure to attend meetings ..... RCW 28A.343.390
- Open Public Meetings Act.....RCW 28A.42.30
- Open Public Meetings—Voting by secret ballot prohibited .....RCW 40.30.060
- Americans with Disabilities Act..... Ch 42 USC §§ 12101-12213

Management Resources:

- Special Meeting Notice Requirements ..... *Policy News*, June 2005



<i>Policy Adopted</i>	<i>November 26, 1973</i>
<i>Re-adopted</i>	<i>August 8, 1994</i>
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