

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

Regular meetings are held at 6:30 p.m. on the second and fourth Thursday of each month in the Board Room at the Knox 111 Administrative Building located at 111 Bethel St. NE; Olympia, WA 98506 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. Public comments are accepted during these meetings.

If the board will hold regular meetings at places other than the Knox 111 Administrative Building Board Room, 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. The Board will annually (usually in June) adopt a schedule of regular meetings to be held during the next fiscal year.

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 must be posted on the district website or at the location of the meeting not less than twenty-four (24) hours prior to the meeting. Final disposition shall not be taken on any matter other than those items stated in the meeting notice. Public comment are accepted during these meetings.

WORK SESSIONS

The Board may meet in work sessions prior to regular meetings or at other designated times, subject to the notice requirements of law and Board policy. Work 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. Work sessions shall be open to the public. Public comment are not taken during these sessions.

EMERGENCY MEETINGS

In the event of an emergency involving fire, flood, earthquake, possible personal injury or property damage, a pandemic, 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 (3) 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 28A.330.370
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 - Chapter 42 USC §§ 12101-12213

Management Resources:

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

Adoption Date: November 26, 1973
Re-Adopted Date: August 8, 1994
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Olympia School District
Classification: **Required**
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