

Meeting Conduct, Order of Business and Quorum

Purpose

This policy establishes the parameters for conducting Board meetings, including the order of business, quorum, and public notification and participation.

Scope

This policy applies to the Board of Directors, Superintendent, Executive Assistant, staff, students and community members.

Policy

1. SCHEDULING OF MEETINGS

1.1. The Board will schedule its meetings in compliance with the law and as deemed by the Board to be in the best interest of the school district and the community. The Board will function through regular meetings, special meetings, and emergency meetings.

1.2. Regular Meetings

1.2.1. Regular meetings will be held monthly at a time and place determined by a majority vote of the Board. If regular meetings are to be held at places other than the customary meeting site or are adjourned 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 district boundaries.

1.2.2. 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, unless the district does not have a website or employs fewer than ten full-time equivalent employees.

1.3. Special Meetings

1.3.1. Special meetings may be called by the Board President or Superintendent, or at the request of a majority of the Board members. A written notice of a special meeting, stating the time, place and purpose of the meeting, will be delivered to each Board member not less than twenty-four (24) hours prior to the time of the meeting. Notice may be delivered in person or by mail, fax or email.

1.3.2. A Board member waives the written notice requirement if he/she:

(a) 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.

(b) Is actually present at the time the meeting convenes.

1.3.3. Notice also will be provided at least twenty-four (24) hours prior to the meeting time:

- (a) To each local newspaper of general circulation and to any radio or television station that has filed a written request for such notices.
- (b) To appropriate staff for posting on the district's website.
- (c) For prominent display at the main entrance to the district administrative office as well as at the location of the meeting if the meeting is held at an alternate location.

1.3.4. Business transacted at a special meeting will be limited to that stated in the notice of that meeting.

1.4. Emergency Meetings

In the event of an emergency involving possible personal injury or property damage, the Board may meet immediately and take official action without a prior notification. All meetings will be open to the public with the exception of executive sessions authorized by law. Any final action will be taken at an open meeting.

2. PUBLIC NOTICE

- 2.1. 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 customary meeting site.
- 2.2. 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.
- 2.3. Individuals with disabilities who may need a modification to participate in a meeting should contact the Superintendent's office with a request 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.
- 2.4. During the interim between meetings, the office of the district Superintendent, as Secretary of the Board, 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.

3. QUORUM AND VOTING

- 3.1. A quorum consists of the majority of all board members. For the district's Board of five members, three (3) Board members constitute a quorum.
- 3.2. 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 and vote. Any or all Board members may attend a board meeting and vote via any communication platform, including video conference or teleconference, which provide simultaneous aural communication with those in attendance.
 - 3.2.1. Any meeting held via a communication platform must:

- (a) Include proper notice with any required passwords or authorization codes.
 - (b) Be known and accessible to the public.
 - (c) Accommodate any member of the public who wishes to participate.
- 3.3. The Board will take no action by secret ballot at any meeting required to be open to the public. Generally, 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.
- 3.4. 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.
- 3.5. The Board President will declare all votes, and if any member doubts the vote, the President will require the roll to be called and declare the vote.
- 4. MEETING CONDUCT AND ORDER OF BUSINESS**
 - 4.1. The Board will conduct all meetings in a civil, orderly and business-like manner using *Roberts Rules of Order (Revised)* as a guide, except when Board bylaws or policies supersede such rules.
 - 4.2. During Board meetings, Board members will refrain from communicating electronically (for example, by email, text, or social media) with their fellow Board members.
 - 4.3. The Board will use the agenda to establish its regular order of business. Either the Superintendent or a Board member may request any additions or changes to the prepared agenda by a majority vote of the Board members present.
 - 4.4. At a special meeting, the Board may take final action only on that business contained in the notice of the special meeting.
- 5. PUBLIC ATTENDANCE AND COMMENT**
 - 5.1. The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. Any member of the public may attend board meetings, including individuals who do not live within district boundaries.
 - 5.2. The public is encouraged to attend meetings of the Board and to listen to and observe its deliberation. The Board may not require people to sign in, complete questionnaires, or establish other conditions for attendance.
 - 5.3. Public Comment Period**
 - 5.3.1. In order to permit fair and orderly expression of public comment, the Board will provide a period near the beginning of the meeting during which visitors may address the Board on any topic within the scope of the Board’s responsibility.

- 5.3.2. The Board may 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.
- 5.3.3. The Board may require 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 forward. When called forward, individuals will identify themselves and proceed to make comments within the time limits established by the Board.
- 5.3.4. 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.
- 5.3.5. The Board may control the time, place, and manner of public comment. 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:
 - (a) Are libelous or slanderous.
 - (b) Are an unwarranted invasion of privacy.
 - (c) Are obscene or indecent pursuant to the Federal Communication Act or any rule or regulation of the FCC.
 - (d) Violate school district policy or procedure related to harassment, intimidation, bullying, or discrimination.
 - (e) Incite an unlawful act on school premises or violate a lawful school regulation.
 - (f) Create a material and substantial disruption of the orderly operation of the board meeting.
- 5.3.6. 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.
 - 5.3.6.1. A member of the public wishing to make a complaint concerning school personnel or programs will be directed to do so in accordance with Policy 4220-Complaints Concerning Staff or Programs and related procedures.

5.4. Public Comment on Agenda Items

- 5.4.1. In addition to the public comment period at the beginning of the meeting, the Board will identify the agenda items that require or would benefit from public comment and will provide such opportunities for comments 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.
 - 5.4.2. 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.
 - 5.4.3. Additionally, the Board may provide an opportunity for a representative of a firm eligible to bid on materials or services solicited by the Board to present about his/her firm.
6. The Board will establish procedures to further guide the calling of special meetings, executive session, and parameters for public comments.

Related Procedures

1400P1-Meeting Conduct

Policy Cross References

1420-Meeting Agendas

1410-Executive and Closed Sessions

1440-Meeting Minutes

4220-Complaints Concerning Staff or Programs

Policy 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

Management Resources

Policy & Legal News, August 2018 – Public comment periods have constitutional protections

Policy & Legal News, June 2014 – Policy updates and revisions

Policy & Legal News, April 2013 – Board member usage of electronic devices during meetings

Policy News, June 2012 – Special Meeting Requirements

Policy News, June 2005 – Special Meeting Notice Requirements

Policy History

Action:	Date:
Approved by the Board	Unknown
Revised	March 17, 2010
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Revised	November 21, 2018
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