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## MEMORANDUM

**TO:** Board of Directors

**DATE:** August 3, 2021

**FROM:** Deborah Rumbaugh

**RE:** Policy 1400 Meeting Conduct, Order of Business, and Quorum

**TYPE:** Action Required

It is recommended that the district update policy 1400 Meeting Conduct, Order of Business, and Quorum to align with the Washington State School Directors Association (WSSDA) model 1400 Meeting Conduct, Order of Business, and Quorum.

**RECOMMENDATION:**

*That the Board approves the Second Reading of updated Policy 1400 Meeting Conduct , Order of Business, and Quorum.*

## 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.

### Regular Meetings

Regular meetings are held the first Tuesday and the third Tuesday of each month, per procedure, in the boardroom 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 boardroom or are adjourned to times other than a regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. All regular meetings of the board shall be held within the district boundaries. When a regular meeting date falls on a legal holiday, the meeting shall be held on the next business day.

### Special Meetings

Special meetings may be called by the president 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. The written notice requirement will be deemed waived if a board 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.

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.

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

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.

Final action will not be taken 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 may meet immediately and take official action without prior notification.

### Public Notice

Public notice will 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 the boardroom.

All meetings shall be open to the public with the exception of executive 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. In order to establish a quorum, a board member with approval of the board president may attend a board meeting and vote via a communication platform, including videoconference or teleconference, that provides simultaneous communication between those present, provided: 1) the meeting is properly noticed with any required passwords or authorization codes; 2) the meeting is accessible to the public; 3) the meeting accommodates any member of the public who wishes to participate and 4) the communication platform is generally known and accessible to the public.

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 will be by "voice" vote unless an oral roll-call vote is requested by a member of the board. All votes will be approved by a majority of those present and voting, unless otherwise required by law. No action will 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 Attendance and Comment

**Any member of the public may 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 such comment, the board will provide a period near the end of the meeting after the consent agenda during which visitors may **address present to the board on any topic within the scope of the board's responsibility. 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. If possible, such presentations should be scheduled in advance.**

**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. 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.**

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 comments will be accepted by the board before the adoption or amendment of policies. 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. The board as a whole has the final decision in determining the appropriateness of all such rulings.

Cross Reference:

Policy 1220	Board Officers and Duties of Board Members
Policy 1410	Executive or Closed Sessions
Policy 1420	Proposed Agenda and Consent Agenda
<b><u>Policy 1430</u></b>	<b><u>Audience Participation</u></b>

Legal References:

RCW 28A.330.020	Certain board elections, manner and vote required –Selection of personnel, manner
RCW 28A.320.040	Bylaws to board and school government
RCW 28A.330.070	Office for 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 42.30.060	Ordinances, rules, resolutions, regulations, etc., adopted at public meetings – Notice – Secret voting prohibited.

42 United States Code 12101– 2213 American with Disabilities Act

Management Resources:

2014 – June Issue  
2013 – April Issue  
2012 – June Issue  
Policy News, June 2005 Special Meeting Notice Requirements.