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## MEMORANDUM

**TO:** Board of Directors  
**DATE:** August 16, 2016  
**FROM:** Jean Shumate  
**RE:** Approval of First Reading of Revised Policy  
**TYPE:** Action Required

The attached Board of Directors Policy, 1400 Meeting Conduct, Order of Business, and Quorum, was revised to reflect the change of the time to hold the first meeting of the month from 5:00 p.m. to 1:00 p.m., as agreed upon by board members.

The revised policy is on the consent agenda for board approval of the first reading:

- a. Policy 1400 Meeting Conduct, Order of Business, and Quorum

**RECOMMENDATION:**

*That the Board approves the first reading of revised Board 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 at 5:00 1:00 p.m. and at 7:00 p.m. on the third Tuesday of each month 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 Comment

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 at the beginning of the meeting during which visitors may present to the board. If possible, such presentations should be scheduled in advance.

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:

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| Policy 1220 | Board Officers and Duties of Board Members |
| Policy 1410 | Executive or Closed Sessions               |
| Policy 1420 | Proposed Agenda and Consent Agenda         |

### Legal References:

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|-----------------------------------|--|
| 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.