

## **Meeting Conduct, Order of Business, and Quorum**

### **Policy 1400**

The Board will schedule its meetings 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**

Unless otherwise established and publicly advertised, regular meetings of the Board of Directors shall be held in the board room at the Ruth B. Clark Educational Services Center (district office), 601 Crawford Street, or at other sites as determined by the board. The Board will generally meet once or twice a month. 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.

#### **Special Meetings**

Special meetings may be called by the chair/president or 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 each newspaper and radio or television station that has filed a written request for such notices. Written notice may be delivered personally, by mail, facsimile, or email. The notice must be posted on the district's website.

The district must also prominently display the notice at the main entrance of the district office, as well as at the location of the meeting, if the meeting is held at a different site.

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

The board will not take final disposition on any matter other than those items stated in the meeting notice.

If the district calls a special meeting of the board to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage, or when the required notice cannot be posted or displayed with reasonable safety, including but not limited to declared emergencies in which travel to physically post notice is barred or advised against, the board may meet immediately with no prior 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.

If, after the declaration of an emergency by a local or state government or agency, or by the federal government, the district determines that it cannot hold a board meeting with its members or with public attendance in person with reasonable safety because of the emergency, the district will either:

- Hold a remote meeting without a physical location, or
- Hold a meeting at which the physical attendance by some or all members of the public is limited due to the declared emergency.

Members of the board may appear at a remote meeting telephonically or by other electronic means that allow for real-time, remote communication.

For a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency, the district must provide an option for the public to listen to the proceedings telephonically or by using a readily available alternative in real-time that does not require any additional cost for participation. Free readily available options include but are not limited to, broadcast by the public agency on a locally available cable television station that is available throughout the jurisdiction or other electronic, internet, or other means of remote access that does not require any additional cost for access to the program. The district may also permit other electronic means of remote access.

The district will provide notice for remote meetings or meetings at which the physical attendance by some or all members of the public is limited due to a declared emergency according to this Policy. The notice for meetings pursuant to a declared emergency must include instructions on how the public may listen live to proceedings and how the public may access any other electronic means of remote access offered by the district.

The district will not take final disposition on any matter during a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency unless the district has provided an option for the public to listen to the proceedings, except for an executive session, pursuant to this Policy.

#### **Public Notice**

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 administration office board room.

All meetings will be open to the public with the exception of executive 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.

Individuals with disabilities, who may need a modification to participate in a meeting, and those who may have difficulty physically attending 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 and Voting**

A quorum consists of the majority of all board members. For school boards with five members, three board members constitute a quorum. 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. Any or all board members may attend a board meeting and vote via any communication platform that provides real-time verbal communication without being in the same physical location with those in attendance.

Additionally, any meeting held via a communication platform must:

1. Include proper notice with any required passwords or authorization codes;
2. Be known and accessible to the public; and
3. Accommodate any member of the public who wishes to participate.

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. 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.

### **Meeting Conduct and Order Of Business**

The board will conduct all board 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. During board meetings, board members will refrain from communicating electronically (e.g., by e-mail, text, or social media) with their fellow board members.

The board will use the agenda to establish its regular order of business. However, either the superintendent or a board member may request additions or changes to the prepared agenda, and the board may adopt a revised agenda or order of business by a majority vote of the board members present. At a special meeting, the board may take final action only on that business contained in the notice of the special meeting.

It is unlawful for any member of the public to knowingly carry onto, or to possess on, any area of a facility being used for official school board meetings, a dangerous weapon, including but not limited to a firearm, “nun-chu-ka sticks,” “throwing stars,” air gun or pistol, stun gun, or other dangerous weapon as listed in RCW 9.41.280. The board will ensure that signs providing notice of the restrictions on possession of firearms and other weapons are posted at facilities being used for official meetings of the board.

### **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 public comment, the board will provide a period at the beginning of the meeting during which visitors may address the board on any topic within the scope of the board’s responsibility. Public comment may occur orally or through written comments submitted before the meeting. Written comments must adhere to the standards of civility discussed below and must be received by the superintendent’s secretary no less than 3 hours before the start of the board meeting. All written public comments timely submitted will be distributed to each board member.

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 will 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 may control the time, place, and manner of public comment. The 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:

- Are libelous or slanderous under a legal standard
- Are an unwarranted invasion of privacy;
- Are obscene or indecent pursuant to the Federal Communications Act or any rule or regulation of the Federal Communications Commission;
- Violate school district policy or procedure related to harassment, intimidation, or bullying of students, or policy or procedure related to nondiscrimination;
- Incite an unlawful act on school premises or violate a lawful school regulation; or
- Create a material and substantial disruption of the orderly operation of the board meeting.

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. The board will exercise authority to maintain order in a content-neutral manner.

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 the opportunity for public comment and provide those opportunities 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. 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.

### **Meeting Recordings**

Effective June 30, 2024, all regular and special meetings of the board at which a final action is taken or formal public testimony is accepted, except executive sessions or emergency meetings, will be audio recorded. Such recordings will be maintained for at least one year. The recording will include the comments of the directors and the comments of members of the public if formal public testimony is accepted at the meeting.

Cross References:	Policy 1220	Board Officers and Duties of Board Members
	Policy 1410	Executive or Closed Sessions
	Policy 1420	Proposed Agenda and Consent Agenda
	Policy 1430	Audience Participation in Board Meetings
Legal References:	RCW 28A.330.020	Certain board elections, manner and vote required-Selection of personnel, manner
	RCW 28A.320.040	Directors — Bylaws
	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 42.30.035	Minutes
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
RCW 9.41.280	Possessing dangerous weapons on school facilities – Penalty – Exceptions
Ch. U.S.C. §§ 12101-12213	Americans with Disabilities Act

Management  
Resources:

*Policy & Legal News*

July 2023  
June 2022  
August 2018  
June - 2014  
April 2013  
June 2012  
June 2005

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