

Section: **BOARD OF DIRECTORS**

Policy Title: **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

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, 601 Crawford Street, or at other sites as determined by the board. The Board will generally meet twice a month. Specific dates and times will be announced to the public in a timely manner.

Special Meetings

Special meetings may be called by the chair 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 shall also be sent not less than twenty-four (24) hours prior to the meeting 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. Final disposition shall 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 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 the administration office board room.

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

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 Reference: Board Policy 1220 Board Officers and Duties of Board Members
Board Policy 1410 Executive or Closed Sessions

Legal References: RCW 28A.330.020 Certain board elections, manner and vote required
RCW 28A.320.040 Directors — Bylaws
RCW 28A.330.070 Office of board — Records available for public inspection
RCW 28A.343.370 Directors — Filling vacancies
RCW 28A.343.380 Directors — Meetings
RCW 28A.343.390 Directors — Quorum — Failure to attend meetings may result in vacation of office
RCW 42.30 Open Public Meetings Act
RCW 42.30.060 Open Public Meetings — Voting by secret ballot prohibited
Ch.42 U.S.C. §§ 12101-12213, Americans with Disabilities Act

Management Resources: *Policy News*, June 2005 Special Meeting Notice Requirements

Adopted: January 23, 2006