

THE BOARD OF DIRECTORS

Meeting Conduct, Order of Business, and Quorum

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, (3) emergency meetings, (4) study meetings, and (5) executive sessions.

Regular meetings shall be held on the 2nd and 4th Wednesday of each month commencing at the time determined by passage of a motion by the board. Regular meetings will be held in the board room at the Jenne-Wright Administration Center, or at the Teaching and Learning Center, or at other times and places as determined by the presiding officer or by majority vote of the board. 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.

If the board will hold regular meetings at places other than the Jenne-Wright Administration Center or Teaching and Learning Center, or if the board adjourns 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 the district boundaries.

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 be transacted, will be delivered to each board member. Written notice will also be delivered to each newspaper and radio or television station that has filed a written request for such notices.

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.

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.

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.

Study sessions may be called under the same conditions as special meetings. No action may be taken at study meetings.

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 Jenne Wright Administration Center or Teaching and Learning Center.

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.

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, 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.

Quorum and Voting

A quorum consists of the majority of all board members. 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 simultaneous aural communication 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. The board uses *Roberts Rules of Order (Newly 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, 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.

Cross References:

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

Legal References:

RCW 28A.320.040 Bylaws for board and school government
RCW 28A.330.020 Certain board elections, manner and vote required—Selection of personnel, manner
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 meeting—Emergencies—Exception
RCW 42.30.077 Agendas of regular meetings – Online availability
RCW 42.30.080 Special Meetings
42 USC §§ 12101-12213 Americans with Disabilities Act

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