
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.

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 District's boardroom.

Regular meetings shall be held generally twice per month as determined annually by board action, in the District's boardroom or at other times and places as determined by the presiding officer or by majority vote of the Board. If regular meetings are to be held at places other than the District's boardroom or to be called to order at 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. A regular meeting does not require a public notice if held at the time and place provided by Board policy. When a regular meeting date falls on a legal holiday, the Board may reschedule the regular meeting with proper public notice or cancel the scheduled meeting with proper public notice.

A special meeting may be called at any time by the presiding officer or by a majority of the members of the governing body by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the governing body. Written notice shall be deemed waived as allowed by law. 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, and posted on the District website. Final disposition shall not be taken on any matter other than those items stated in the meeting notice.

No meeting notice is required when the Board is acting as a quasi-judicial body in a matter between named parties (e.g., hearing on discharge, nonrenewal, or discipline of an employee) unless the employee requests a public meeting; hearing regarding suspension or expulsion of a student, unless the student requests a public meeting; or for the purpose of planning or adopting strategy or positions to be taken in collective bargaining, grievance or mediation proceedings, or reviewing such proposals made by a bargaining unit.

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.

All meetings shall be open to the public with the exception of executive sessions or as otherwise authorized by law. Final action resulting from executive session discussions will be taken during a meeting open to the public as required by law.

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

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.

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.

Audience Participation

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 make formal presentations. Such presentations should be scheduled in advance.

The Board will also allow individuals to express an opinion prior to Board action on agenda items the Board determines require or will benefit from public comment. Written and oral comment will be accepted by the Board before the adoption or amendment of policies not expressly or by implication authorized by state or federal law, but which will promote the education of kindergarten through twelfth grade students in public schools or will promote the effective, efficient or safe management and operation of the District. Individuals wishing to be heard by the Board shall first be recognized by the president. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. Any representative of a firm eligible to bid on materials or services solicited by the Board shall also be entitled to express an opinion. Beyond the generally accepted expectation of three (3) minutes per speaker for public input, the president may interrupt or terminate an individual's statement when it becomes too lengthy, personally directed, abusive, obscene or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

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 arrangements for the modification can be made.

Minutes

In addition to the recording and subsequent podcasting of all Board meetings, the secretary of the Board, shall keep minutes of all Board meetings. Minutes become official after approval by the Board and shall be retained as a permanent record of the District. Minutes shall be comprehensive and shall show:

- A. The date, time and place of the meeting.
- B. The presiding officer.
- C. Members in attendance.
- D. Items discussed during the meeting and the results of any voting that may have occurred.
- E. Action to recess for executive session with a general statement of the purpose.
- F. Time of adjournment.
- G. Signature of presiding officer and date minutes approved.

Recorded discussions such as the podcast shall be maintained on file as follows:

- If the recording is transcribed *verbatim* (word for word), the recording may be destroyed after one (1) year.
- If the recording is only used as a reference to create written minutes, the recording must be retained for six (6) years.

Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting of the Board and shall also be available to other interested citizens. Minutes need not be read publicly, provided that members have had an opportunity to review them before adoption.

A file of permanent minutes of all Board meetings will be maintained in the office of the Board secretary for a minimum of ten years and subsequently transferred to Washington State Archives for permanent retention.

Legal References:

- RCW 28A.343.390 Directors — Quorum — Failure to attend meetings
- RCW 28A.320 Provisions applicable to all districts
- RCW 28A.330.100 Additional powers of the Board
- RCW 28A.330.030 Duties of president
- RCW 28A.320.040 Directors — Bylaws
- RCW 28A.330.070 Office of Board — Records available for public inspection
- 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

November 18, 2015 – Adoption
August 28, 2019 - Revised