

## Board Meetings and Order of Business

All Board meetings will be conducted in an orderly and business-like manner.

Accordingly:

1. Regular meetings are held at 6:00 p.m. on the 3<sup>rd</sup> Wednesday of each month at the Puget Sound Educational Service District (PSESD), 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 ESD Board page 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 PSESD, or are adjourned to times other than a regular meeting time, notice of the meeting will be made in the same manner as provided for special meetings. All regular meetings of the board will be held within the PSESD region.

2. Special meetings may be called by the Chair 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. Written notice may be delivered personally or by mail, facsimile or electronic mail. The notice must be posted on the PSESD Board page on the website.

PSESD must also prominently display the notice at the main entrance of the main office as well as at the location of the meeting if the meeting is held at a location other than the main office. All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting. Final disposition will not be taken on any matter other than those items stated in the meeting notice.

3. 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.
4. 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 Puget Sound Educational Service District's main office.

All meetings will 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 or individuals who may need interpretation services 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 PSESD's public records will be open for inspection in the manner provided by and subject to the limitation of the law.

5. Five (5) board members will be considered as constituting a quorum for the transaction of business.
6. 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. At a special meeting final action may be taken only on that business contained in the notice of the special meeting.

In an emergency, Board members are not required to be physically present to attend a board meeting. In an emergency, board members may attend a board meeting and vote via any communication platform—including videoconference or teleconference -- that provides, at a minimum, simultaneous aural 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 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.

7. 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 by contacting the Superintendent's office.

Individuals, after identifying themselves, will proceed to make comments. Individuals will have 3 minutes to address the Board. The Board Chair may extend the time period if it is deemed necessary. 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 Board Chair may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, or irrelevant.

Adopted: April, 2016  
Amended:  
Monitoring Method: Board Self-Assessment  
Monitoring Frequency: Annually in December