

## **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**

Every June the board will adopt a calendar of 'regular meetings' for the next 12 months or at other times and places as determined by the presiding officer or by majority vote of the board. The schedule of 'regular meetings' of the board will be posted on the district website and be available upon request. 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, unless the district does not have a website or employs fewer than ten full-time equivalent employees.

If regular meetings are to be held at places other than the Mansfield School Library, 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 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. Written notice may be delivered personally or by mail, facsimile or electronic mail. The notice must be posted on the district's website unless the district 1) does not have a website, 2) employs fewer than ten full-time equivalent employees; or 3) does not have an employee whose job description or employment contract provides a duty to maintain or update the website.

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 written notice requirement will be deemed waived if a member:

1. Submits a written waiver of notice to the board secretary at or prior to the time the meeting convenes. The waiver may be given by telegram, fax, or electronic mail; or
2. Is actually present at the time the meeting convenes.

Final disposition will 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 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 Mansfield School Library .

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 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.



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 meetings - Emergencies -  
Exception  
RCW 42.30.080 Special Meetings  
42 U.S.C. 12101-12213 Americans with Disabilities Act

Adoption Date: **12.22.2003**

**Mansfield School District**

Classification: **Essential**

Revised/Reviewed: **02.23.2011, 07.16.2013; 1.29.18, 10.27.20**