POLICY NO. 1100
Adopted: 3-24-82
Revised: 9-11-91
Revised: 5-24-00
Revised: 2-13-13
Revised: 10-27-21
Revised: 4-10-24

MEETING CONDUCT, ORDER OF BUSINESS, AND QUORUM

POLICY:

Public Notice
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.

All meeting notices will include the following statement: 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.

Regular Meetings
Regular meetings are held at 6:30 pm in the Community Room at the Educational Service Center (ESC) as follows:

January	2nd and 4th Wednesdays	July	2nd Wednesday
February	2nd and 4th Wednesdays	August	2nd and 4th Wednesday
March	2nd and 4th Wednesdays	September	2nd and 4th Wednesday
April	2nd and 4th Wednesdays	October	2nd and 4th Wednesday
May	2nd and 4th Wednesdays	November	2nd or 3rd Wednesday
June	2nd Wednesday	December	2nd Wednesday

or at other times and places as determined by the Board when setting its yearly calendar. An agenda of the business the Board will transact must be posted on the District's 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 Community Room or if the Board adjourns to times other than a regular meeting time, the Board will provide proper 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's boundaries.

Special Meetings
Special meetings may be called by the President of the Board or at the request of a majority of the board members. A special meeting may be held outside the district. 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, by mail, facsimile, or electronic mail. The

notice must be posted on the District's website. The District must also prominently display the notice at the main entrance of the ESC as well as at the location of the meeting if the meeting is held at a location other than the ESC. All required notices must be delivered or posted not less than twenty- four (24) hours prior to the meeting. A board member waives the written notice requirement if he or she:

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 fax or electronic mail; or
2) is actually present at the time the meeting convenes.

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 meeting involving fire, flood, earthquake, possible personal injury, or property damage, the Board may meet immediately and take official action without prior notification.

Meeting Conduct and Order of Business

All board meetings will be conducted in an orderly and business-like manner using Robert's Rules of Order (revised) as a guide, except when such rules are superseded by board bylaws or policies. The Order of Business will be 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 a majority of the Board.

The Board shall establish its regular Order of Business but may elect to change the order by consensus or a majority vote of the members.

Votes on motions shall be by "voice" vote unless a member of the Board requests an oral roll call vote. 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 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. An oral roll call vote may also be taken on resolutions.

No action shall be taken by secret ballot at any meeting required to be open to the public.

Quorum

Three board members shall be considered as constituting a quorum for the transaction of business.

Public Attendance and Comment

Any member of the public may attend board meetings, including individuals who do not live within the District's boundaries. The Board will not require people to sign in, complete questionnaires, or establish other conditions for attendance.

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 public comment, the Board will provide a period near the beginning of the meeting during which visitors may address the Board on any topic within the scope of the Board's responsibility. The Board may structure the public comment period, including determining the total time allotted for public comment. Speakers will be allotted a total of three minutes each to address the Board. The Board is not obligated to provide additional

public comment time to accommodate everyone in attendance who wishes to speak. Any structure the Board imposes will be content neutral.

The Board may require those who wish to speak (but not all attendees) to sign in so that the Board has a tally of individuals who wish to speak and can call them forward. When called forward, individuals will identify themselves and proceed to make comments within the time limits established by the Board.

The Board is not obligated to respond to questions or challenges made during the public comment period and the Board's silence will not signal agreement or endorsement of the speaker's remarks. The Board may control the time, place, and manner of public comment. The President may terminate an individual's statement when the allotted time has passed and may interrupt a speaker to require the same standard of civility that the Board imposes on itself.

Examples of uncivil comments include comments that:

1) are libelous or slanderous;
2) are an unwarranted invasion of privacy;
3) are obscene or indecent pursuant to the Federal Communications Act or any rule or regulation of the Federal Communications Commission;
4) violate school district policy or procedure related to harassment, intimidation, bullying, or discrimination;
5) incite an unlawful act on school premises or violate a lawful school regulation;
6) or create a material and substantial disruption of the orderly operation of the board meeting.

The Board as a whole has the final decision in determining the appropriateness of all such rulings and maintaining order by removing those who are disruptive. However, the Board recognizes the distinction between uncivil discourse, which it will not tolerate, and comments about the Board, District, and/or staff that are negative yet still civil in nature and will exercise its authority to maintain order in a content neutral manner.

If a member of the audience requests information that is not immediately available at the time of the meeting, the Board understands it may direct the Superintendent or his/her designee to provide information to that person in the future. No board member or administrator should be expected to provide information if it is not readily available.

In addition to the public comment period near the beginning of the meeting, the Board will identify the agenda items that require or would benefit from opportunity for public comment and provide those opportunities of as part of the meeting agenda before taking final action. Individuals or groups who wish to present to the Board on an agenda item are encouraged to request and schedule such presentations in advance. Opportunity for public comment, both oral and written, is required before the Board adopts or amends a policy that is not expressly or by implication authorized under state or federal law, but which will promote the education of K-12 students or will promote the effective, efficient, or safe management and operation of the District.

Additionally, the Board will provide an opportunity for a representative of a firm eligible to bid on materials or services solicited by the Board to present about his or her firm.

Meeting Recordings
Effective June 30, 2024, all regular and special meetings of the board at which a final action is taken or formal public testimony is accepted, except executive sessions or emergency meetings, will be audio recorded and such recordings will be maintained for at least one year.

The recording will include the comments of the directors, and the comments of members of the public if formal public testimony is accepted at the meeting.

Subject to the limitations on identifiable records in Policy and Procedure 1325 and 1325P, board meeting recordings must be provided electronically to the public upon request. It is not a violation of policy or law if the district attempts to record a meeting in good faith and, due to technological issues, a recording is not made or if any or all of a recording is unintelligible. When possible, the district will make the content of school board meetings, or a summary thereof, available in formats accessible to individuals who need communication assistance and in languages other than English.

Cross References:

Policy No. 1010: Board of Directors' Operating Principles
Policy No. 1105: Executive or Closed Sessions

Legal References:

RCW 28A.330.020 Certain board elections, manner and vote required – selection of personnel, manner
RCW 28A.320.040 Bylaws for board and school government
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 meetings – Emergencies – Exception
RCW 42.30.080 Special Meetings
42 U.S.C.121-1-12213 Americans with Disabilities Act

POLICY NO. 1100
Adopted: 3-24-82
Revised: 9-11-91
Revised: 5-24-00
Revised: 2-13-13

MEETING CONDUCT, ORDER OF BUSINESS, AND QUORUM

PROCEDURES:

The order of business at a Regular Session of the Board of Directors shall be:

1. CALL TO ORDER

A. Pledge of Allegiance
B. Roll Call
C. Approval of the Agenda
D. Approval of the Minutes

2. RECOGNITION OF STUDENTS, STAFF, AND COMMUNITY MEMBERS

3. REPORTS OF SCHOOL BUILDINGS AND PROGRAMS

4. COMMUNITY COMMENTS

5. DECISION ITEMS

A. Consent Agenda

1) Business and Financial
2) Personnel
3) Other

B. Other Action Items

6. DISCUSSION ITEMS

7. INFORMATION ITEMS

A. Superintendent's Report
B. Presentation of Programs
C. Other

8. BOARD COMMENTS

9. EXECUTIVE SESSION

10. ADJOURNMENT