

**Tumwater School District  
Board Policy**

**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, and (3) emergency meetings.

**Regular Meetings**

The board will annually adopt a schedule of regular meetings to be held during the next year. Regular meetings will typically be held on the second and fourth Thursday of the month. Exceptions to the typical monthly meeting schedule will be recorded on the annual meeting calendar. Appropriate notification will be made when calendared meeting dates or times are changed. Board meetings will typically be held in the District Office Board Room. Board meetings and/or study sessions may also be scheduled at schools or other district sites and will be noted on the annual meeting calendar. If regular meetings are to be held at places other than these or are adjourned to 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.

**Special Meetings**

Special meetings may be called by the board 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.

The district must also prominently display the notice at the main entrance of the Tumwater School District Office as well as at the location of the meeting, if the meeting is held at a location other than the District Office.

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.

The Board will not take final disposition on any matter other than those items stated in the meeting notice.

### **Study Sessions**

The Board may meet in study sessions prior to regular meetings, after regular meetings, or at other designated times, subject to the notice requirements of law and Board policy. Study sessions will be held to provide an opportunity for Board members to seek and receive information and discuss and deliberate matters pending before the Board. Study sessions shall be open to the public.

### **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**

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 normally scheduled locations.

All meetings shall 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, 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**

A quorum consists of the majority of all board members. Three board members shall be considered as constituting a quorum 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 – including videoconference or teleconference – that provides, at a minimum, simultaneous aural communication between 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**

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. 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, final action may be taken only on that business contained in the notice of the special meeting.

### **Public Attendance and Comment**

Any member of the public may attend board meetings, including individuals who do not live within district 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 such comment, the board will provide a period at 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 and equally apportioning the minutes for each speaker. 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 chair/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:

- Are libelous or slanderous;
- Are an unwarranted invasion of privacy;

- Are obscene or indecent pursuant to the Federal Communications Act or any rule or regulation of the Federal Communications Commission;
- Violate school district policy or procedure related to harassment, intimidation, bullying, or discrimination;
- Incite an unlawful act on school premises or violate a lawful school regulation; 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 can maintain 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.

In addition to the public comment period at 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 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 written and oral – is required before the board adopts or amends a policy that is 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. 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 their firm.

Individuals, after identifying themselves, will proceed to make comments within the time limits established by the board. The Board typically allows five minutes for a person to present, and additional comments on the same topic around three minutes per person. Any representatives of a firm eligible to bid on materials or services solicited by the board will also be entitled to express an opinion. The board president may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, or irrelevant. The board as a whole has the final decision in determining the appropriateness of all such rulings.

Legal References:	RCW 28A.330.020	Certain board elections, manner and vote required
	RCW 28A.320.040	Directors – Bylaws
	RCW 28A.330.070	Office of board – records available for public inspection
	RCW 28A.343.370	Directors – filling vacancies
	RCW 28A.343.380	Directors – meetings
	RCW 28A.343.390	Directors – quorum – failure to attend meetings may result in vacation of office
	RCW 42.30.030	Meetings declared open and public
	RCW 42.30.050	Interruptions – procedure
	RCW 42.30.060	Open public meetings – voting by

RCW 42.30.070                      secret ballot prohibited  
   Time and places for meetings –  
   emergencies – exception  
Ch. 42 USC 12101-12213      Americans with Disabilities Act

**ADOPTION DATE: July 11, 2013**

**REVISION DATE: May 22, 2014; February 13, 2020; January 13, 2022**