

# **MEETINGS, PUBLIC NOTICE, QUORUM, MEETING CONDUCT AND ORDER OF BUSINESS, AND PUBLIC ATTENDANCE AND COMMENT**

## **I. Meetings**

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.

### **A. Regular Meetings**

Regular meetings are held at 5:30 p.m. on the second and fourth Monday of each month in the Administration Building Board Room or at other times and places as determined by the presiding officer or by majority vote of the board. If at any time any regular meeting falls on a holiday, such regular meeting will be held on the next business day, or on a date set by the board. At least twenty-four (24) hours prior to the published start time of each regular meeting, the board will post an agenda of the business the board will transact on the district's website.

A regular meeting does not require a public notice if held at the time and place provided by board policy. If regular meetings are to be held at places other than the Administration Building Board Room, 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's boundaries.

### **Study Sessions**

The board president may, as part of a regular business meeting, schedule a study session. The purpose of study sessions is to engage in study of topics related to student learning, budget and resource allocation, improvement strategies, and topics related to ensuring active progress toward accomplishing the Board's vision. Study sessions may also include approval of a consent agenda and other business items to ensure the business functions of the school district are transacted in a timely fashion.

### **B. Special Meetings**

Special meetings may be called by the president or at the request of a majority of the board members. Special meetings may be held outside the district with proper notice of the time and location.

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 personally or by mail, facsimile, or electronic mail. A board member waives the written notice requirement if that board

member: (1) submits a written waiver of notice to the board secretary by telegram, fax, or email at or prior to the time the meeting convenes; or (2) is actually present at the time the meeting convenes.

Written notice will be delivered to each local newspaper and radio or television station that has filed a written request for such notices. The notice will also be posted on the district's website. The district will prominently display the notice at the main entrance of the Administration Building, as well as at the location of the meeting if the meeting is held at a location other than the Administration Building; however, during a declared emergency that prevents a meeting from being held in-person with reasonable safety, the board may post notice of a remote meeting without a physical location on the district's website. All notices described in this paragraph must be delivered or posted not less than twenty-four (24) hours prior to the start of the special meeting.

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

If the board calls a special meeting to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage and time requirements would make notice impractical and increase the likelihood of such injury or damage, or when the notice cannot be posted or displayed with reasonable safety, the board may meet immediately and take official action without providing notice. This includes situations in which travel to physically post notice is barred or advised against.

### **C. Emergency Meetings**

#### **1. General Emergencies**

If there is a need for expedited action by the board due to a fire, flood, earthquake, or other emergency, the board president may provide for a meeting site other than the regular meeting site, a remote meeting without a physical location, or a meeting at which physical attendance at the meeting is limited due to a declared emergency. In such an event, the board may meet immediately without prior notice.

#### **2. Declared Emergencies**

In the event a state or local government or agency, or the federal government, declares an emergency, and the board determines that it cannot hold a meeting with its members or with public attendance in-person with reasonable safety because of the emergency, the board will hold either: (1) a remote meeting without a physical location; or (2) a meeting at which physical attendance at the meeting is limited due to a declared emergency. Board members may appear at a remote meeting by any electronic means that allows for real-time, remote communication.

If the board holds a remote meeting or a meeting where in-person attendance is limited during a declared emergency, it will provide an option for the public to listen to the proceedings telephonically or electronically in real-time and without cost. If no such option is provided, the board will not take any final action at the meeting.

Notice of a remote meeting or a meeting where in-person attendance is limited will be provided according to this Policy and will include instructions on how the public may listen to the live proceedings or otherwise remotely access the meeting.

## **II. Public Notice**

Public notice will be properly given for any special meeting, whenever a regular meeting is adjourned to another time, and when a regular meeting is to be held at a place other than the Administration Building Board Room.

No meeting notice is required for a meeting (or portion of a meeting) 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);
- Meeting for purposes of collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or
- Planning or adopting the strategy or position to be taken during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

All public notices of board meetings should inform persons with disabilities who may need a modification to participate in a meeting that they may contact the superintendent's office no later than three (3) days before a regular meeting, and as soon as possible in advance of a special meeting, so that accommodations 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 limitations of the law.

## **III. Quorum**

Three board members will constitute a quorum for the transaction of business. Board members may participate in any meeting remotely.

## **IV. Meeting Conduct and Order of Business**

All meetings (including study sessions and retreats) will be open to the public, with the exception of executive or exempt sessions authorized by law. If the board wishes to devote all or most of a special meeting to one or more issues to be discussed in executive session in accordance with Policy 1410, the special meeting will be called to order and recessed to an executive session. The purpose of the executive session will be announced and recorded in the minutes (e.g., real estate matters, litigation). Final action resulting from executive session discussions will be taken during a meeting open to the public as required by law.

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 indicated in the meeting 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.

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 a 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.

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 school 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.

It is unlawful for any member of the public to knowingly carry onto, or to possess on, any area of a facility being used for official school board meetings a dangerous weapon, including but not limited to a firearm, “nun-chu-ka sticks,” “throwing stars,” air gun or pistol, stun gun, or other dangerous weapon as listed in RCW 9.41.280. The board will ensure that signs providing notice of the restrictions on possession of firearms and other weapons are posted at facilities being used for official meetings of the board.

The board may adjourn a regular, special, or adjourned meeting to a specific future time. Except in the case of a remote meeting without a physical location, notices of adjournment must be posted at or near the door of the meeting room immediately after the time of adjournment. Notification to the press is not required.

## **V. 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. However, the board may impose any generally applicable conditions it determines reasonably necessary to protect the public health or safety, or to protect against interruption of the meeting, including a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency.

The board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. To permit fair and orderly expression of such comment, with the exception of emergency situations, the board will provide a period at the beginning of each regular meeting for public comment. During such public comment period, visitors may address the board on any topic within the scope of the board’s responsibility. Such public comment may occur orally or through written comments submitted before or at the meeting to the Superintendent who serves as the secretary to the board. All public comments must align with the civility standards discussed below.

The board may structure any oral public comment period, including determining the total time allotted for public comment and apportioning the minutes for each speaker.

In addition to the public comment period at the beginning of a regular meeting, the board may 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 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.

During any time for oral public comment, Individuals wishing to be heard by the board will first be recognized by the president. 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.

Upon the request of any individual who will have difficulty attending a board meeting by reason of disability, limited mobility, or for any other reason that makes physical attendance at a meeting difficult, the board will, when feasible, provide an opportunity for that individual to provide oral comment at the meeting remotely if oral comment from other members of the public will be accepted at the meeting.

The board may control the time, place, and manner of public comment. The board president may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, or irrelevant. Examples of uncivil comments include those that:

- Are libelous or slanderous under a legal standard;
- 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. The board will exercise its authority to maintain order in a content-neutral manner.

In the event that any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, the members of the board conducting the meeting may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, will be allowed to attend any such session.

Legal References:	RCW 28A.320.015	School boards of directors—Powers— Notice of adoption of policy
	RCW 28A.320.040	Bylaws for board and school government
	RCW 28A.330.020	Certain board elections, manner and vote required—Selection of personnel, manner
	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
	Chapter 42.30 RCW	Open Public Meetings Act
	RCW 9.41.280	Possessing dangerous weapons on school facilities—Penalty—Exceptions
	42 U.S.C. §§ 12101 <i>et seq.</i>	Americans with Disabilities Act
Cross References:	Board Policy 1220	Board Officers and Duties of Board Members
	Board Policy 1410	Executive or Closed Sessions
	Board Policy 1420	Proposed Agenda and Consent Agenda
	Board Policy 1440	Minutes
	Board Policy 1450	Absence of a Board Member
Management Resources:	<i>Policy News</i> , June 2012	Special Meetings Requirements
	<i>Policy News</i> , June 2005	Special Meeting Notice Requirements

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