



OGP-1 Meetings

Policy Type: Operational Governance Policy

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.

All Board meetings shall be open to the public with the exception of executive sessions or as otherwise authorized by law. Final action resulting from executive session discussions will be taken during a meeting open to the public as required by law.

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 accessible in the manner provided by and subject to the limitation of the law.

Notice

Public notice of Board meetings shall be given in compliance with the law.

Regular Meetings

Regular meetings shall be held generally twice per month as determined annually by Board action, in the District's boardroom or at other times and places as determined by the presiding officer or by majority vote of the Board. If regular meetings are to be held at places other than the District's boardroom or to be called to order at 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. A regular meeting does not require a public notice if held at the time and place provided by Board policy. When a regular meeting date falls on a legal holiday, the Board may reschedule the regular meeting with proper public notice or cancel the scheduled meeting with proper public notice.

Special Meetings

A special meeting may be called at any time by the presiding officer or by a majority of the members of the governing body by delivering written notice personally, by mail, by fax, or by email to each member of the governing body. Written notice shall be deemed waived as allowed by law. Written notice shall also be sent not less than twenty-four (24) hours prior to the meeting to each newspaper and radio or television station that has filed a written request for such notices, posted on the District website, and

prominently displayed at the main entrance of the District's principal location and the meeting site, if it is not held at the District's principal location and is not held as a remote meeting, except during a declared emergency which prevents a meeting from being held in person with reasonable safety. In such a circumstance, notice of a remote meeting without a physical location may be posted on the District's webpage. Notice is not required when a special meeting is called to deal with emergencies as allowed by law. Final disposition shall not be taken on any matter other than those items stated in the meeting notice.

No meeting notice is required 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, unless the student requests a public meeting; or for the purpose of planning or adopting strategy or positions to be taken in collective bargaining, grievance or mediation proceedings, or reviewing such proposals made by a bargaining unit.

Emergencies

If, after an emergency is declared by the government (i.e., federal, state, or local agency), the District determines that it cannot hold a Board meeting with individuals in person with reasonable safety because of the emergency, the District may:

- A. Hold a remote Board meeting without a physical location; or
- B. Hold a Board meeting at which the physical attendance by some or all individuals is limited due to a declared emergency.

During a remote meeting, members of the Board may appear or attend by phone or by other electronic means that allow real-time verbal communication without being in the same physical location. In such a circumstance, the District must provide an option for the public to listen to the Board meeting telephonically or by using a readily available alternative in real-time that does not require an additional cost for participation.

The Board may take no action at a remote meeting or a meeting at which the physical attendance of some or all individuals is limited due to a declared emergency if the District has not provided an option for the public to listen to the proceedings, except for an executive session as allowed by law.

Remote Attendance

Board members may participate in meetings remotely, even in circumstances when there is no declared emergency.

Quorum

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

Meeting Conduct

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.

All votes on motions and resolutions shall be by “voice” vote unless an oral roll call vote is requested by a member of the Board. No action shall be taken by secret ballot at any meeting required to be open to the public.

Interruptions

In the event that a Board meeting is interrupted by individual(s) such that the orderly conduct of said meeting is unfeasible and order cannot be restored by the removal of individual(s) who are interrupting the meeting, the Board may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by a majority vote of the Board members. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the media, except those participating in the disturbance, are allowed to attend any session held in such a circumstance. The Board is not prohibited from establishing a procedure for readmitting individual(s) not responsible for disturbing the orderly conduct of the meeting or from stopping individual(s) from speaking to the Board when not recognized by the Board to speak.

Audience Participation

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 for public comment at or before every regular meeting at which final action is taken, except no public comment period will be provided in an emergency situation. . The Board may accept these public comments orally at the meeting or in writing that is submitted at or before the meeting. If the Board accepts comment in writing, the comment must be distributed to the Board. The Board may set a reasonable deadline for submitting written testimony

before the meeting. Invited guests may also make formal presentations; however, such presentations should be scheduled in advance.

The Board has the authority to deal with interruptions, to put limitations on the time available for public comment, or on how public comment is accepted as allowed by law. The Board also is not required to accept or allow public comment that violates the law or potentially renders orderly conduct of the meeting unfeasible and may take action to address this.

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

Individual(s) who have a disability, limited mobility, or any other reason that makes physical attendance at a Board meeting difficult who desire to attend a meeting in-person and make public comment in person should 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 arrangements for modification to participate in a meeting can be made in advance.

Individuals wishing to be heard by the Board shall first be recognized by the Board President. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. Any representative of a firm eligible to bid on materials or services solicited by the Board shall also be entitled to express an opinion. Beyond the generally accepted expectation of two (2) minutes per speaker for public comment, the Board President may interrupt or terminate an individual's statement when it becomes too lengthy, personally directed, abusive, obscene or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

Agendas

The Board's regular meeting agendas will be available online no later than 24 hours in advance of the published start time of the Board meeting.

Minutes

Meeting minutes will be kept in accordance with the law. In addition to the recording of Board meetings, the secretary of the Board shall keep minutes of all Board meetings. Minutes become official after approval by the Board and shall be retained as a permanent record of the District. Minutes shall be comprehensive and shall show:

- A. The date, time, and place of the meeting.
- B. The presiding officer.

- C. Members in attendance.
- D. Items discussed during the meeting and the results of any voting that may have occurred.
- E. Action to recess for executive session with a statement of the announced purpose for excluding the public from the meeting place.
- F. Time of adjournment.
- G. Signature of presiding officer and date minutes approved.

Recorded discussions shall be maintained on file as required by law.

Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting of the Board and shall also be available to other interested citizens. Minutes need not be read publicly, provided that members have had an opportunity to review them before adoption.

A file of permanent minutes of all Board meetings will be maintained as required by law.

Legal References:

RCW 28A.343.390 Directors — Quorum — Failure to attend meetings

Ch. 28A.320 RCW Provisions applicable to all districts

RCW 28A.330.100 Additional powers of Board

RCW 28A.330.030 Duties of president

RCW 28A.320.040 Directors — Bylaws

RCW 28A.330.070 Office of Board — Records available for public inspection

RCW 28A.343.380 Directors — Meetings

RCW 28A.343.390 Directors — Quorum — Failure to attend meetings

Ch. 42.30 RCW Open Public Meetings Act

RCW 42.30.060 Ordinances, rules, resolutions, regulations, etc., adopted at public meetings—Notice—Secret voting prohibited

Ch.42 U.S.C. §§ 12101-12213, Americans with Disabilities Act

November 18, 2015 – Adoption
August 28, 2019 – Revised
September 22, 2022 - Revised
October 7, 2024 – Updated format