

## **MEETING CONDUCT, ORDER OF BUSINESS AND QUORUM**

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.

### **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in an orderly and business-like manner using Roberts Rules of Order (Revised) as a guide, except when such rules are superseded by board bylaws or policies. 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.

The board shall establish its regular order of business, but may elect to change the order by a majority vote of the members.

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.

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.

### **Quorum**

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

### **Regular Meetings**

Work study sessions shall be held on the second (2nd) Wednesday of each month starting at 5:30 PM. Business meetings shall be held at 7:00 p.m. on the fourth Wednesday of each month in the High School Library 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 High School Library 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 chair or on a petition of a majority of the board members. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each board member not less than twenty-four (24) hours prior to the time of the meeting. 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. Final disposition shall 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.

#### Cross References:

- Board Policy 1220 - Board Officers and Duties of Board Members
- Board Policy 1410 - Executive or Closed Sessions

#### Legal References:

- RCW 42.30 Open Public Meetings Act
- RCW 28A.320.040 Directors--Bylaws
- RCW 28A.330.020 Certain board elections, manner and vote required
- 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 42.30.060 Open Public Meetings--Voting by secret ballot prohibited
- 42 USC 12101 to 12213 Americans with Disabilities Act