

## 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 Business Meetings

Regular business meetings are held at 6:15 p.m. on the second and fourth Wednesday of each month, except in November and December, when ~~the-a single~~ meeting will be held on the third Wednesday of ~~the-these~~ months. Meetings will be held in Woodland High School Room 2203 located in the south wing, second-floor of Woodland High School, or at other times and places as determined by the presiding officer or by majority vote of the board. An agenda of the business the board will transact must be posted on the district website not less than twenty-four (24) hours in advance of the published start time of the meeting

If the board holds regular meetings at places other than the Woodland High School Room 2203, or if the board adjourns to times other than a regular meeting time, the board will provide 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 boundaries.

### ~~Regular Study Sessions~~

The board president may, in lieu of a regular business meeting schedule a study session. The purpose of ~~Regular Study study Sessions-sessions~~ is to engage in in-depth study of topics related to student learning, budget and resource allocation, improvement strategy, 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.

~~Regular study sessions will be held at 6:15 p.m. on the second Wednesday of each month except December. Meetings will be held in the Woodland High School Room 2203 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 Woodland High School Room 2203, or are scheduled or 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 boundaries.~~

### Special Meetings

Special meetings may be called by the 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, 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 district's headquarters as well as at the location of the meeting if the meeting is held at a location other than the headquarters.

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 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 may discuss items that were not on the original agenda, but the board cannot take final disposition on any matter other than those items stated in the special meeting notice.

#### Emergency Meetings

If, by reason of fire, flood, earthquake, or other emergency, there is need for expedited action by the school board the presiding officer of the governing body may provide for a meeting site other than regular meeting site and the notice requirements of this policy shall be suspended during such emergency.

#### Executive Sessions

Executive Sessions may be held during a regular or special meeting for purposes defined in RCW 42.30.110. These shall include:

1. (1)(a)(i) To consider matters affecting national security;
2. (1)(a)(ii) To consider, if in compliance with any required data security breach disclosure under RCW 19.255.010 and 42.56.590, and with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments and security test results to the extent that they identify specific system vulnerabilities, and other information that if made public may increase the risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets;
3. (1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
4. (1)(c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;
5. (1)(d) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;
6. (1)(f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;
7. (1)(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects

- to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;
8. (1)(h) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public;
  9. (1)(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

This subsection (1) (i) does not permit a governing body to hold an executive session solely because an attorney representing the agency is present. For purposes of this subsection (1)(i), "potential litigation" means matters protected by RPC 1.6 or RCW 5.60.060(2)(a) concerning: (i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party; (ii) Litigation that the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity; or Policy No. 1400 Board of Directors Page 3 of 6 (iii) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency;

Before convening in executive session, the presiding officer of a governing body will publicly announce and cause to be recorded in the meeting minutes the purpose for excluding the public from the meeting place (e.g., RCW 42.30.110(1)(f)), and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the presiding officer. If an item is to be discussed in executive session in accordance with RCW 42.30.110, the item of business must also appear on the agenda if final action is to be taken following the executive session.

#### Closed Meetings

As authorized in RCW 42.30.140 the Board may meet in a closed session. Closed sessions are exempt from the posting public posting requirements of this policy but, in the interest of transparency closed meetings will be posted whenever practicable. The purpose of closed sessions is limited to:

1. A meeting or portion of a meeting of a quasi-judicial body which relates to a quasi-judicial matter between named parties as distinguished from a matter having general effect on the public or on a class or group; or
2. Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body 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.

#### Public Notice

All meetings will be open to the public with the exception of executive sessions and closed sessions as authorized by law. The board will take final action resulting from executive session during a

meeting open to the public as required by law.

Public notice will be properly given for any regular or 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 Woodland High School Room 2203.

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

Written notice will be delivered to each newspaper and radio or television station that has filed a written request for such notices. All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting. Written notice will be by hand-delivery, US Mail, Facsimile, or electronic mail.

The notice of the meeting must be prominently displayed on the district's website, the door of the district's headquarters, and the door at the location of the meeting, if it different than the district's offices.

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

#### Offices of the Board

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 limitation of the law.

#### Quorum

Three Board members will be considered as constituting a quorum for the transaction of business. 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 members present, provided: 1) the meeting is properly noticed with any required passwords or authorization codes; 2) the meeting is accessible to the public; 3) the meeting accommodates any member of the public who wishes to participate and 4) the communication platform is generally known and accessible to the public.

#### Agenda and Order of Business

The board secretary will be responsible for preparing the proposed agenda for each meeting, in consultation with the president. Copies of the agenda, minutes of the previous meeting and relevant supplementary information will be available online to each board member and any interested citizen. For regular meetings the information will be posted at least three (3) days in advance of the meeting. For special meetings the agenda and supplementary information will be posted at least one (1) day in advance of the meeting.

The board will use the agenda to establish the regular order of business. However, either the superintendent or a board member may request additions or changes to the prepared agenda. The board president may elect to amend the agenda or change the order of business. The board may also amend the agenda or change the order of business by a majority vote of the members present.

A typical regular business meeting agenda will take the following form:

1. Pledge of Allegiance
2. Citizens Request to Address the Board on Non-Agenda Items
3. Reports to the Board
4. Correspondence, Board Reports, Requests and Comments
5. Discussion Items
6. Consent Agenda
7. Action Items
8. Executive Session

#### Consent Agenda

To expedite business at a school board meeting, the board approves the use of a consent agenda which includes those items considered to be routine in nature. The consent agenda will appear on the regular agenda under action items. Some examples of items that may be included on a consent agenda are:

1. Approval of Minutes of Prior meeting(s)
2. Accounts Payable
3. Approval of Travel Requests
4. Approval of Personnel Actions

Any item that appears on the consent agenda may be removed by a member of the Board and placed on the regular agenda. The remaining items on the consent agenda will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

#### 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.

#### Votes of the Board

All votes on motions and resolutions will be by oral roll call vote. No action will be taken by secret ballot at any meeting required to be open to the public. Votes will be passed by a majority vote of members present; with the exception of emergency or additional appropriation resolutions which require a majority of all members of the school district board of directors -

During board meetings, board members will refrain from communicating electronically (e.g., by e-mail, text, social media) with their fellow board members.

#### Public Comment

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, members of the public will refrain from making any comment until after the board president recognizes him or her. Individuals, after being recognized by the board president will proceed to make comments within the time limits established by the board president, which shall not be less than 3 minutes. The president may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene or irrelevant. The president may require that comments be made in writing if, in the judgment of the president, circumstances deem appropriate. The board, as a whole has the final decision in determining the appropriateness of all such rulings.

- Public comment on non-agenda items: The board will provide time at the beginning of their regular business meeting during which visitors may present to the board. All members of the public wishing to make comment to the Board on items not listed on the agenda will be asked to sign in prior to the Board meeting so they may be recognized by the Board President prior to making public comment. Individuals who do not wish to identify themselves may use a pseudonym.
- Public comment on agenda items: The board may also allow members of the public to comment on items listed on the agenda as Discussion Items or Action Items. Such comment will occur after the presentation of that item and prior to any board action. Any representative of a firm eligible to bid on materials or services solicited by the board will also be entitled to express an opinion.
- Public comment at work sessions: The board will provide time at the end of their work sessions during which visitors may present comment to the board regarding the topic(s) discussed and studied at the work session.

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:

- 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.

## Minutes



The secretary of the board keeps the minutes of all board meetings. Minutes become official after approval at the board's next regularly scheduled meeting and must be retained as a permanent record of the district. Minutes must be comprehensive and will show:

- The date, time and place of the meeting;
- The presiding officer;
- Members in attendance;
- Items discussed during the meeting and the results of any voting that may have occurred;
- Action to recess for executive session with a general statement of the purpose;
- Time of adjournment; and
- Signature of presiding officer and date minutes approved.

When issues are discussed that may require a detailed record, the board may direct the secretary to record the discussion. Audio or video recordings will be maintained on file as follows:

If the recording is transcribed verbatim (word for word), the recording must be retained for one (1) year; or

If the recording is only used as a reference to create written minutes, the recording must be retained for six (6) years.

Unofficial minutes will be provided to board members in advance of the next regularly scheduled meeting of the board and will 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 in the office of the board secretary to be made available for inspection upon the request of any interested citizen. Except as otherwise provided by law, permanent minutes will not be destroyed until approved for destruction by the appropriate district personnel. Permanent minutes should be preserved in a manner that protects them from loss.

#### Absence of a Board Member

Whenever possible each board member will give advance notice to the president or superintendent of his/her inability to attend a board meeting. A majority of the board may excuse a board member's absence from a meeting if requested to do so.

The board may declare a board member's position vacant after four (4) consecutive unexcused absences from regular board meetings, if the absences were for reasons other than 1) illness; 2) active or training military duty; or 3) those authorized by resolution of the board.

If a board member is on active duty or training status with the military, the board will grant an extended leave of absence to cover the period of service or training. The extended leave of absence may not have the effect of extending the board member's term. The board also has the authority to appoint a temporary successor to serve the absent board member's position. The temporary successor will serve until the board member returns or until the end of the board member's term.

#### Meeting Recess and Continuation

The board may recess a regular, special, or recessed meeting to a specific future time. The district must post notice of such recess and continuation at or near the door of the meeting room. Notification to the press is not required.

Cross References:	Board Policy 1220		Board Officers and Duties of Board Members	
	Board Policy 6215		Voucher Certification and Approval	
	Board Policy 6020		System of Funds and Accounts	
Legal References:	RCW	28A.343.390	Directors--Quorum--Failure to attend meetings	
	RCW	28A.343.370	Directors--Filling vacancies RCW	
	RCW	28A.320.040	Directors--Bylaws	
	RCW	28A.330.020	Certain Board elections, manner and vote required	
	RCW	42.30	Open Public Meetings Act RCW	
	RCW	28A.343.380	Directors—Meetings	
	RCW	28A.343.390	Quorum— Failure to attend meetings	
	RCW	28A.330.070	Office of Board--Records available for public inspection	
	RCW	28A.400.030	Superintendent’s duties	
	RCW	28A.505.170	<u>First-class school districts—Emergency or additional appropriation resolutions—Procedure</u>	
	RCW	40.14.070	Destruction, disposition, donation of local government records — Preservation for historical interest.	
	RCW	42.12.010	Causes of vacancy	
	RCW	73.16.041	Leaves of absence of elective and judicial officers	
	United States Code, Title 43			
	" 12101-12213			Americans with Disabilities Act



2/23/15, 2/14/16, 12/19/16, 5/22/17, 6/30/17, 9/25/17, 10/22/18, 1/4/19, 3/23/20,  
5/20/20, 9/09/20

Adoption Date: April 18, 2001  
Woodland School District #404