

## **Meeting Conduct, Order of Business and Quorum**

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.

### ***Regular Meetings***

Regular meetings are held at 6:30p.m. on the second and fourth Thursdays of each month, except for November and December when the meeting will be the third Thursday, and will be held in the Lynden 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 Lynden High School Library 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 boundaries.

### ***Special Meetings***

Special meetings may be called by the president or on a petition of a majority of the board members. 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 not less than twenty-four (24) hours prior to the time of the meeting. Written notice will 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. Written Notice may be delivered personally or by mail, facsimile (FAX) or electronic mail (email).

The notice must be posted on the district's website unless the district 1) does not have a website, 2) employs fewer than ten full-time equivalent employees; or, 3) does not have an employee whose job description or employment contract provides a duty to maintain or update the 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.

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.

Final disposition will 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 property damage, or other emergency the board may meet immediately and take official action without prior notification.

### ***Public Notice***

Public notice will be properly given 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 Lynden High School Library.

All meetings will be open to the public with the exception of executive sessions authorized by law. Final action resulting from executive session discussions will be taken 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, 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.

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

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 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.

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

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, the board will provide a period near the beginning of the meeting during which visitors may present to the board. If possible, such presentations should be scheduled in advance. Not more than five minutes may be allotted to each speaker, and no more than twenty minutes to the subject under discussion, except with consent of the board.

The board will also allow individuals to express an opinion prior to board action on agenda items that the board determines require or will benefit from public comment. Written and oral comment will be accepted by the board before the adoption or amendment of policies 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. Individuals wishing to be heard by the board will first be recognized by the *chair/president*.

Individuals, after identifying themselves, will proceed to make comments within the time limits established by the board. Any representative of a firm eligible to bid on materials or services solicited by the board will also be entitled to express an opinion. The *chair/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.

It shall not be permissible to orally present or discuss complaints against individual employees at any board of directors meeting. Such charges or complaints shall be presented in writing to the board of directors and shall be signed by the person or persons making the charge or complaint. Executive session may be granted for the hearing of charges against individual, whether students or employees.

Cross Reference:	Policy 1220	Board Officers and Duties of Board Members
	Policy 1410	Executive or Closed Sessions
	Policy 1420	Proposed Agenda and Consent Agenda

Lynden School District No. 504  
BOARD POLICY

No. 1400

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Legal References:	<u>RCW 28A.330.020</u>	Certain board elections, manner and vote required
	<u>RCW 28A.320.040</u>	Directors — Bylaws for board and school government
	<u>RCW 28A.330.070</u>	Office of board — Records available for public inspection
	<u>RCW 28A.343.370</u>	Directors — Vacancies
	<u>RCW 28A.343.380</u>	Directors — Meetings
	<u>RCW 28A.343.390</u>	Directors — Quorum — Failure to attend meetings
	<u>RCW 42.30.030</u>	Meetings declared open and public
	<u>RCW 42.30.050</u>	Interruptions — Procedure
	<u>RCW 42.30.060</u>	Open Public Meetings — Voting by secret ballot prohibited
	<u>RCW 42.30.070</u>	Time and places for meetings- Emergencies-Exception
	<u>RCW 42.30.080</u>	Special meetings
	<u>42 U.S.C. §§ 12101-12213</u>	Americans with Disabilities Act

Management Resources:

<i>Policy &amp; Legal News</i> , April 2013	Meeting conduct policy revised
<i>Policy News</i> , June 2012	Special Meetings Requirements
<i>Policy News</i> , June 2005	Special Meeting Notice Requirement

Adopted: July 17, 2014