

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

The district must advertise all meetings, including study sessions and retreats, as meetings that are open to the public. If a board wishes to devote all or most of a special meeting to an issue(s) to be discussed in executive session (Policy 1410), the special meeting should be called to order and recessed to an executive session. The purpose of the executive session should be announced at the meeting and recorded in the minutes (e.g., real estate matters, litigation).

All regular meetings must be held within the district boundaries. Special meetings may be held outside the district with proper notice of the time and location.

### **Meeting Notices**

All public notices of board meetings should inform persons with disabilities that they may contact the superintendent's office, so that the district can arrange for them to participate in board meetings.

A regular meeting does not require a public notice if held at the time and place provided by board policy.

If the board does not meet at its regular location, the meeting should be treated as a special meeting with proper notice to the press stating the time, place, and purpose of the meeting.

For special meetings, a district is required to notify those newspapers and radio and television stations that have filed a request for such notification. The districts must also provide written notice and a printed or electronic copy of the agenda to each school director 24 hours prior to the meeting. Notice to a director is deemed waived if the director files a written notice of waiver with the board secretary before or at the time of the commencement of the meeting or by the director's actual attendance at the meeting.

The district must also post notice of the meeting on the district's website, the door of the main district offices, and the door at the location of the meeting if it is different from the district's offices. The district does not have to post on its website if it: (1) doesn't have one; (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.

At a special meeting, the board may discuss items that were not on the original agenda, but the board cannot take final action on any topics that were not identified on the original agenda. If the board is to discuss an item in executive session in accordance with Policy 1410, the item of business must also appear on the agenda if final action is to be taken following the executive session.



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 the suspension, expulsion, or emergency removal of a student) 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.

### **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 a recess and continuation at or near the door of the meeting room. Notification to the press is not required.

### **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. The intent of the public comment portion is to permit fair and orderly expression of comments by individuals.

The following protocols have been established for providing public comment:

1. Individuals are asked to make comments and statements directly to the school board. The public comment portion of the meeting is not intended to be an open public forum with debate and interactions between members of the audience.
2. The Board may not respond to comments provided by individuals as there are many topics that members of the public may bring to the board. Board discussion is intended to be set and determined by items included in the agenda. The public comment portion of the meeting is not intended to become a SB work session where items or topics are inserted in the agenda.
3. Typically, questions posed during the public comment portion of the meeting are not addressed during the public comment portion of the meeting. The intent is to not provide for an extensive dialogue between those providing public comment and the board members. However, clarifying questions, follow up items that are short in duration are helpful and will be considered as the board deems appropriate.
4. The Board is committed to a transparent process in which dialogue is shared in open public meetings about the items that are important to students, parents, families, and community stakeholders. A standing agenda item may be established following the public comment portion of the meeting. This will provide time, as part of the agenda, for board members to discuss and/or make comment on the issues/items that were shared during the public comment portion of the meeting.
5. Public comments provided during meetings shall not be from anonymous sources. The integrity of the open public meeting and ability to follow up to issues and concerns is dependent upon open and respectful dialogue. Anonymous statements do not provide the opportunity to follow up or respond to issues with the source of issues.
6. It is not appropriate to present or discuss complaints against individual employees at any board meeting. Such complaints shall be presented in writing to the superintendent and/or board of directors who will respond to the complaint in the appropriate manner.



The Lynden School District Board of Directors is committed to the transparent and orderly operation of the school district and is committed to providing an example of productive and civil dialogue about issues and concerns that community members may have regarding the operations of the school district.

### **Meeting Recordings**

Effective June 30, 2024, all regular and special meetings of the board at which a final action is taken, or formal public testimony is accepted, except executive sessions or emergency meetings, will be audio recorded and such recordings will be maintained for at least one year. The recording will include the comments of the directors, and the comments of members of the public if formal public testimony is accepted at the meeting.

Subject to the limitations on identifiable records in Policy and Procedure 4040 and 4040P, board meeting recordings must be provided electronically to the public upon request. It is not a violation of policy or law if the district attempts to record a meeting in good faith, and due to technological issues, a recording is not made or if any or all of a recording is unintelligible. When possible, the district will make the content of the school board meetings, or a summary thereof, available in formats accessible to individuals who need communication assistance and in languages other than English.