

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 interest of the district and community. The board will function through (1) regular meetings, (2) special meetings, and (3) emergency meetings.

Regular Meetings

Regular meetings shall be held on the 2nd and 4th Thursday of each month beginning at 6:00 p.m. in the Board Room or at other times and places as determined by the presiding officer or by majority vote of the board. An agenda of business to be transacted must be posted on the district website not less than twenty four (24) hours in advance of the published start time of the meeting, unless the district does not have a website or employs fewer than ten full-time equivalent employees.

If regular meetings are to be held at places other than the boardroom, or are adjourned to times other than a regular meeting time, a 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 shall be delivered to each board member. Written notice shall 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 or by mail, facsimile or electronic mail. 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 for an emergency meeting if a member:~~ **A board member waives the written notice requirements if he or she:**

1. Submits a written waiver of notice to the board secretary at or prior to the time the ~~emergency~~ 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 will not take 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 or property damage, the board may meet immediately and take official action without prior notification.

Public Notice

Public notice shall 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 Board Room.

All meetings shall be open to the public with the exception of executive or closed sessions authorized by law. **The board will take final action resulting from executive session discussions 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, 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.

Quorum

~~Three board members shall be considered as constituting a quorum for the transaction of business.~~ **A quorum consists of the majority of all board members. For school boards with five members, three board members constitute a quorum. A quorum is required for the transaction of business, including voting. 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 that provides simultaneous aural communication with those in attendance. Additionally, any meeting held via a communication platform must: 1) include proper notice with any required passwords or authorization codes; 2) be known and accessible to the public; and 3) accommodate any member of the public who wishes to participate.**

The board will take no action by secret ballot at any meeting required to be open to the public. Generally, the board votes on motions and resolutions by "voice" vote, unless a board member requests to vote by oral roll call, in which case the board will do so. A motion passes when a majority of those board members present and voting vote in favor. However, a majority vote of all board members is required to elect or select a superintendent or board officer and the board must vote on these matters by an oral roll call. The board will vote by an oral roll call whenever required by law.

Meeting Conduct and Order of Business

The board will conduct all board meetings will be conducted in a civil, orderly and business-like manner. The board uses using Roberts Rules of Order (Revised) as a guide, except when such rules are superseded by board bylaws or policies supersede such rules. During board meetings, board members will refrain from communicating electronically (e.g., by e-mail, text, social media) with their fellow board members.

~~The board will use the agenda to establish its regular order of business. However, either the superintendent or a board member may request additions or changes to the prepared agenda, and the board may adopt a revised agenda or order of business by a majority vote of the board members present. At a special meeting, the board may take final action only on that business contained in the notice of the special meeting. 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 oral 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 Attendance and Comment

Any member of the public may attend board meetings, including individuals who do not live within district boundaries. The board will not require people to sign in, complete questionnaires, or establish other conditions for attendance.

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 public comment, the board will provide a period at the beginning of the meeting during which visitors may address the board on any topic within the scope of the board’s responsibility. The board may structure the public comment period, including determining the total time allotted for public comment and equally apportioning the minutes for each speaker. The board is not obligated to provide additional public comment time to accommodate everyone in attendance who wishes to speak. Any structure the board imposes will be content neutral.

The board may require those who wish to speak (but not all attendees) to sign in so that the board has a tally of individuals who wish to speak and can call them forward. When called forward,

individuals will identify themselves and proceed to make comments within the time limits established by the board.

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 chair/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.

In addition to the public comment period at the beginning of the meeting, the board will identify the agenda items that require or would benefit from opportunity for public comment and provide those opportunities as part of the meeting agenda before taking final action. Individuals or groups who wish to present to the board on an agenda item are encouraged to request and schedule such presentations in advance. Opportunity for public comment—both oral and written—is required before the board adopts or amends a policy that is not expressly or by implication authorized under state or federal law, but which will promote the education of K-12 students, or will promote the effective, efficient, or safe management and operation of the district. Additionally, the board will provide an opportunity for a representative of a firm eligible to bid on materials or services solicited by the board to present about his or her firm.

Cross Reference:	Policy 1220	Board Officers and Duties of Board Members
	Policy 1410	Executive or Closed Sessions
	Policy 1420	Proposed Agenda and Consent Agenda
Legal References:	RCW 28A.320.040	Directors - Bylaws for board and school government.
	RCW 28A.330.020	Certain board elections, manner and vote
	RCW 28A.330.070	Office of board -- Records available for public inspection.
	RCW 28A.343.370	Directors - -
	Vacancies. RCW 28A.343.380	Directors - -
	Meetings.	

RCW 28A.343.390	Directors – Quorum – Failure to attend meetings
RCW 42.03.030	Meetings declared open and public
RCW 42.03.050	Interruptions - Procedure
RCW 42.30.060	Open Public Meetings - Voting by secret ballot prohibited.
RCW 42.30.070	Time and places for meetings – Emergencies – Exception
RCW 42.30.080	Special meetings
Ch.42 U.S.C. §§ 12101-12213	Americans with Disabilities Act

Management Resources:

Policy & Legal News, August 2018

Policy & Legal News, June 2014

Policy News, June 2013

Policy News, June 2012

Revised: January 24, 2019

Revised: August 21, 2014

Revised: February 13, 2014

Revised March 10, 2011

Revised September 8, 2005

Revised February 12, 2004

Revised July 10, 2003

Revised April 13, 2000

Adopted March 11, 1999

North Kitsap School District