
Meeting Conduct, Order of Business and Quorum

(WSSDA 1400 - Essential)

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 shall be held at 5:00 p.m. on the first (except for the first week of July), and third Wednesdays of each month in the District Office, 2689 Hoover Avenue SE Port Orchard, WA 98366 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 District Office 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 shall 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 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 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 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.

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 District Office.

All meetings will be open to the public with the exception of executive or closed 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, 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 directors shall 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 the most recent edition of *Robert's Rules of Order Newly Revised* as its parliamentary authority, 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 director and must be approved by majority vote of the directors 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 shall 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 shall 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.

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 at the beginning and/or the end of the meeting during which visitors may present to the board. Unless the entire board meeting is conducted electronically, oral public comment will be received only in person.

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. 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. An individual will be allowed three minutes and a representative of a group five minutes. Only district stakeholders will generally be allowed to address the board. The chair/president may interrupt or terminate any statement when it exceeds the time limits, or is vulgar, obscene or grossly disruptive to the Board process. Any restriction imposed must be viewpoint neutral. The board as a whole has the final decision in determining the appropriateness of all such rulings.

Public comment is an opportunity to direct comments to the board and is not intended to permit interrogation of the board or its members nor to engage in a dialogue. Any specific questions raised in the public comment will be addressed to the chair/president, who will typically refer the question to the superintendent for a detailed response to the individual at a later time. The superintendent will then also report the response to the board at a subsequent public meeting.

Cross References:	WSSDA Policy 1220	Board Officers and Duties of Board Members
	WSSDA Policy 1410	Executive or Closed Sessions
	WSSDA Policy 1420	Proposed Agenda and Consent Agenda
Legal References:	RCW 28A.330.020	Certain board elections, manner and vote required – Selection of personnel, manner
	RCW 28A.320.040	Bylaws for board and school government
	RCW 28A.330.070	Office of board — Records available for public inspection
	RCW 28A.343.370	Vacancies
	RCW 28A.343.380	Meetings
	RCW 28A.343.390	Quorum – Failure to attend meetings
	RCW 42.30.030	Meetings declared open and public
	RCW 42.30.050	Interruptions - Procedure
RCW 42.30.060	Ordinances, rules, resolutions, regulations, etc., adopted at public meetings – Notice – Secret voting	

	prohibited
RCW 42.30.070	Times 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: 2014 – June Issue
 2013 – April Issue
 2012 – June Issue
 Policy News, June 2005 Special Meeting Notice Requirements

PROCEDURE
 (WSSDA 1400P)

All meetings, including study sessions and retreats, must be advertised 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 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

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. Each director should receive a printed or electronic copy of the agenda at least three days in advance of the meeting.

For special meetings, a district is required to notify newspapers and radio and television stations which have filed a request for such notification. Written notice must also be provided 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 notice of the meeting must also be posted 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.

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

Each director should receive a printed or electronic copy of the agenda twenty-four hours in advance of the meeting. While other items of business may be discussed at a special meeting, no final action can be taken on topics which have not been identified on the printed agenda. If an item is to be discussed 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 suspension or expulsion 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. Notice of such a recess and continuation must be posted at or near the door of the meeting room. Notification to the press is not required.

Executive or Closed Session

(WSSDA 1410 - Discretionary)

Before convening in executive session, the president shall publicly announce the general purpose for excluding the public from the meeting place 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 president.

An executive session may be conducted for one or more of the following purposes:

- A. To consider, if in compliance with any required data 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 risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets;
- 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;
- 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, discussion of factors comprising the minimum value of the property and the final action of selling or leasing public property will be taken in a meeting open to the public;
- D. To review negotiations on the performance of publicly-bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;
- E. To receive and evaluate complaints or charges brought against a director or staff member; however, upon the request of such director or staff member, a public hearing or a meeting open to the public will be conducted on such complaint or charge;
- F. To evaluate the qualifications of an applicant for public employment or to review the performance of a staff member; however, discussion of salaries, wages, and other conditions of employment to be generally applied within the district will occur in a meeting open to the public, and when the board elects to take the final action of hiring, setting the salary of an individual staff member or class of staff members, or discharging or disciplining an employee, that action will be taken in a meeting open to the public;
- G. To evaluate the qualifications of a candidate for appointment to the board; however, any interview of such candidate and final action appointing a candidate to the board will be in a meeting open to the public; or
- H. To discuss with legal counsel representing the district matters relating to district enforcement actions, or litigation or potential litigation to which the district, the board, 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 district. Potential litigation means matters protected by attorney-client privilege related to litigation that has been specifically threatened; litigation that the district reasonably believes may be commenced; or the litigation or legal risks of a proposed action or current practice of the district, if public discussion is likely to result in an adverse or financial consequence to the district.

Closed Sessions/Private Meetings

The Open Public Meetings Act does not apply to certain board activities and public notice is not required prior to holding a closed session for any of the following purposes:

- A. Consideration of a quasi-judicial matter between named parties as distinguished from a matter having a general effect on the public or a class or group; or
- B. Collective bargaining sessions with employee organizations or professional negotiations with an employee, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement, or that portion of a meeting in which the board is planning or adopting the strategy or position to be taken during the course of collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress while in progress.

Legal References:	RCW 19.255.010	Disclosure, notice – Definitions – Rights, remedies
	RCW 42.30.110	Executive sessions
	RCW 42.30.140	Chapter controlling — Application
	RCW 42.56.590	Personal information – Notice of security breaches

Management Resources: 2017 – July Issue
 Policy News, June 2011 Legislature Addresses Executive Session

Audience Participation

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 arrangements for the modification can be made.

Legal References:	RCW 42.30.030	Meetings declared open and public
	RCW 42.30.050	Interruptions — Procedures
	42 U.S.C. §§ 12101-12213	Americans with Disabilities Act

Minutes

(WSSDA 1440 – Discretionary)

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

- A. The date, time and place of the meeting;
- B. The presiding officer;
- C. Members in attendance;
- D. Items discussed during the meeting and the results of any voting that may have occurred;
- E. Action to recess for executive session with a general statement of the purpose;
- F. Time of adjournment; and
- G. 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:

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

Cross Reference:	WSSDA Policy 6570	Property and Data Management
Legal References:	RCW 28A.400.030 RCW 40.14.070 RCW 42.32.030	Superintendent's duties Destruction, disposition, donation of local government records – Preservation for historical interest – Local records committee, duties – Record retention schedules – Sealed record Public meetings—Minutes
Management Resources	2010 – April Issue	

Absence of a Board Member

(WSSDA 1450 – Priority)

Whenever possible each board member shall 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 illness, active or training military duty, or 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 director’s term. The Board also has the authority to appoint a temporary successor to the absent board member’s position. The temporary successor shall serve until the board member’s returns or the end of the board member’s term.

Cross References:	WSSDA Policy 1220	Board Officers and Duties of Board Members
	WSSDA Policy 1114	Board Member Resignation and Vacancy
Legal References:	RCW 28A.343.390	Quorum — Failure to attend meetings
	RCW 42.12.010	Causes of vacancy
	RCW 73.16.041	Leaves of absence of elective and judicial officers
Management Resources:	2016 – July Issue	
	Policy News, October 2001	Law Grants Board Member Military Leave