

Meeting Conduct, Order of Business, and Quorum Procedures

Participation via Telecommunication

A Board member's legitimate inability to physically attend a Board meeting will not preclude the member's participation in regular Board meetings. In these situations, participation via telecommunication devices will be allowed. The chair will assure all participants can hear each other throughout the discussion and verify the vote(s) of any Board Member(s) participating via telecommunications.

Open Meetings

ESD 123 must advertise all meetings, including study sessions and retreats, as meetings that are open to the public. If the Board wishes to devote all or most of a special meeting to an issue(s) to be discussed in the 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, and litigation).

All regular meetings must be held within ESD 123 boundaries. A special meeting may be held outside ESD 123 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 ESD 123 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, ESD 123 is required to notify those newspapers and radio and television stations that have filed a request for such notification. ESD 123 must also provide written notice and a printed or electronic copy of the agenda to each Board member twenty-four (24) hours prior to the meeting. Notice to a member is deemed waived if the member files a written notice of waiver with the Superintendent/Board Secretary before or at the time of the commencement of the meeting or by the member's actual attendance at the meeting.

ESD 123 must also post a notice of the meeting on ESD 123's website, the door of the ESD 123 office, and the door at the location of the meeting if it is different.

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 the 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 is planning or adopting strategy or positions to be taken in collective bargaining, or participation in grievance or mediation proceedings, or is reviewing such proposals made by a bargaining unit).

Meeting Recess and Continuation

The Board may recess a regular, special, or recessed meeting at a specific future time. ESD 123 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.

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 school board meetings, or a summary thereof, available in formats accessible to individuals who need communication assistance and in languages other than English.

Cross Reference:

[Policy 1410 – Executive or Closed Sessions](#)

Adoption: 04/27/23, 11/14/23