Meeting Conduct, Order of Business and Quorum

The board will schedule its meetings 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 Business Meetings

Regular business meetings are held at 6:30 p.m. on the second and fourth Thursday of each month, except in November, when a single meeting will be held on the second Thursday of the month, and July and December, when a single meeting will be held on the third Thursday of the month. Meetings will be held in the Woodland School District Board Meeting Room at 800 Third Street. An agenda of the business the board will transact must be posted on the district website not less than twenty-four (24) hours in advance of the published start time of the meeting

If the board adjourns to times other than a regular meeting time, the board will provide notice of the meeting in the same manner as provided for special meetings. All regular meetings of the board will be held within the district boundaries.

In cases of emergency, fire, flood, earthquake, or other emergency, the presiding officer *chair/president* may provide for a location other than that of the regular meeting, a remote meeting with no physical location, or a meeting at which physical attendance is limited. In the instances of remote or limited in-person meetings, the District will provide real-time telephonic, electronic, internet, or other readily available means of remote access that do not require an additional cost to access the meeting.

The district will hold remote or physical attendance limited meetings only in cases of emergency declared by federal, state or local government, or in cases of local emergency, fire, flood, earthquake or other emergency, and at such meetings will provide real-time telephonic, electronic, internet or other readily available means of remote access that do not require an additional cost to access the meeting.

Study Sessions

The board president may, in lieu of a regular business meeting, schedule a study session. The purpose of study sessions is to engage in in-depth study of topics related to student learning, budget and resource allocation, improvement strategy, and topics related to ensuring active progress toward accomplishing the Board's vision. Study sessions may also include approval of a consent agenda and other business items to ensure the business functions of the school district are transacted in a timely fashion.

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, by mail, facsimile, or email. The notice must be posted on the district's 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

and is not held as a remote meeting. During a declared emergency that prevents a meeting from being held in-person with reasonable safety, the district may post notice of a remote meeting without a physical location on the district website, or the website hosted or shared by another agency.

All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting.

A board member waives the written notice requirement if that board member:

1. Submit a written waiver to the Board secretary at or prior to the time the meeting convenes. The waiver may be given by telegram, fax, or email; or
2. Is actually present at the time the meeting convenes.

The board may discuss items that were not on the original agenda, but the board cannot take final disposition on any matter other than those items stated in the special meeting notice. If the district calls a special meeting of the board to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage, or when the required notice cannot be posted or displayed with reasonable safety, including but not limited to declared emergencies in which travel to physically post notice is barred or advised against, the board may meet immediately with no prior notice.

Emergency Meetings

If the district determines, by reason of fire, flood, earthquake, or other emergency, that there is a need for expedited action by the board to meet the emergency, the *chair/president* may provide for a meeting site other than the regular meeting site, for a remote meeting without a physical location, or for a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency. The *chair/president* may provide for an emergency meeting without providing notice.

If, after the declaration of an emergency by a local or state government or agency, or by the federal government, the district determines that it cannot hold a board meeting with its members or with public attendance in person with reasonable safety because of the emergency, the district will either:

1. Hold a remote meeting without a physical location, or
2. Hold a meeting at which the physical attendance by some or all members of the public is limited due to the declared emergency.

Members of the board may appear at a remote meeting telephonically or by other electronic means that allow for real-time, remote communication.

For a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency, the district must provide an option for the public to listen to the proceedings telephonically or by using a readily available alternative in real-time that does not require any additional cost for participation. Free readily available options include, but are not limited to, broadcast by the public agency on a locally available cable television station that is available throughout the jurisdiction or other electronic, internet, or other means of remote access that does not require any additional cost for access to the program. The district may also permit the other electronic means of remote access.

The district will provide notice for remote meetings or meetings at which the physical attendance by some or all members of the public is limited due to a declared emergency according to this Policy. The notice for meetings pursuant to a declared emergency must include instructions on how the public may listen live to proceedings and how the public may access any other electronic means of remote access offered by the district.

The district will not take final disposition on any matter during a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency unless the district has provided an option for the public to listen to the proceedings, except for an executive session, pursuant to this Policy.

Executive Sessions

Executive Sessions may be held during a regular or special meeting for purposes defined in RCW 42.30.110. These shall include:

1. (1)(a)(i) To consider matters affecting national security;
2. (1)(a)(ii) To consider, if in compliance with any required data security 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 the risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets;
3. (1)(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;
4. (1)(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, final action selling or leasing public property shall be taken in a meeting open to the public;
5. (1)(d) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;
6. (1)(f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;
7. (1)(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;
8. (1)(h) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public;
9. (1)(i) To discuss with legal counsel representing the agency matters relating to agency

enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, 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 agency.

This subsection (1) (i) does not permit a governing body to hold an executive session solely because an attorney representing the agency is present. For purposes of this subsection (1)(i), "potential litigation" means matters protected by RPC 1.6 or RCW 5.60.060(2)(a) concerning: (i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party; (ii) Litigation that the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity; or Policy No. 1400 Board of Directors Page 3 of 6 (iii) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency;

Before convening in executive session, the presiding officer of a governing body will publicly announce and cause to be recorded in the meeting minutes the purpose for excluding the public from the meeting place (e.g., RCW 42.30.110(1)(f)), 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 presiding officer. If an item is to be discussed in executive session in accordance with RCW 42.30.110, the item of business must also appear on the agenda if final action is to be taken following the executive session.

Closed Meetings

As authorized in RCW 42.30.140 the Board may meet in a closed session. Closed sessions are exempt from the posting public posting requirements of this policy but, in the interest of transparency closed meetings will be posted whenever practicable. The purpose of closed sessions is limited to:

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

Public Notice

All meetings will be open to the public with the exception of executive sessions and closed sessions as authorized by law. The board will take final action resulting from executive session during a meeting open to the public as required by law.

Public notice will be properly given for any regular or 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 Woodland School District Board Meeting Room. The board may provide notice for an emergency meeting in accordance with this Policy.

Individuals with disabilities who may need a modification to participate in a meeting and those who may have difficult physically attending 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.

Offices of the Board

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 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—including videoconference or teleconference-- that provides, at a minimum, real-time verbal communication without being in the same physical location 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; 3) accommodates any member of the public who wishes to participate.

Agenda and Order of Business

The board secretary will be responsible for preparing the proposed agenda for each meeting, in consultation with the president. Copies of the proposed agenda, minutes of the previous meeting and relevant supplementary information will be provided to each board member and any interested citizen at least three (3) days in advance of a regular meeting and twenty-four (24) hours in advance of a special meeting. The proposed agenda for regular and special meetings will be posted to the district’s website not less than twenty-four (24) hours prior to the start time of the meeting.

The board will use the agenda to establish the regular order of business. However, either the superintendent or a board member may request additions or changes to the prepared agenda. The presiding officer may elect to amend the agenda or change the order of business. The board may also amend the agenda or change the order of business by a majority vote of the members present.

A typical regular business meeting agenda will take the following form:

1. Pledge of Allegiance
2. Citizens Request to Address the Board on Non-Agenda Items
3. Reports to the Board
4. Correspondence, Board Reports, Requests and Comments
5. Discussion Items
6. Consent Agenda
7. Action Items
8. Executive Session

Consent Agenda

To expedite business at a school board meeting, the board approves the use of a consent agenda which includes those items considered to be routine in nature. The consent agenda will appear on the regular agenda under action items. Some examples of items that may be included on a consent agenda are:

1. Approval of Minutes of Prior meeting(s)
2. Accounts Payable
3. Approval of Travel Requests
4. Approval of Personnel Actions
5. Other routine approvals and action items

Any item that appears on the consent agenda may be removed by a member of the Board and placed on the regular agenda. The remaining items on the consent agenda will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Meeting Conduct

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. During board meetings, board members will refrain from communicating electronically (e.g., by e-mail, text, social media) with their fellow board members.

It is unlawful for any member of the public to knowingly carry onto, or to possess on, any area of a facility being used for official school board meetings, a dangerous weapon, including but not limited to a firearm, “nun-chu-ka sticks,” “throwing stars,” air gun or pistol, stun gun, or other dangerous weapon as listed in RCW 9.41.280. The board will ensure that signs providing notice of the restrictions on possession of firearms and other weapons are posted at facilities being used for official meetings of the board.

Votes of the Board

All votes on motions and resolutions will be by oral roll call vote. No action will be taken by secret ballot at any meeting required to be open to the public. A motion will be passed when a majority of those board members are 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.

Public Comment

The Board recognizes the value of public comment on issues within the scope of the Board’s authority and the importance of involving members of the public in its meetings. Public comment may occur orally or through written comments submitted before the meeting. Written comments must be received 48 hours before the board meeting. All written public comments timely submitted will be distributed to each board member.

Any member of the public may attend board meetings, including individuals who do not live within district boundaries. The board may request, but will not require people to sign in, complete

questionnaires, or establish other conditions for attendance. However, 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.

In order to permit fair and orderly expression of such comment, members of the public will refrain from making any comment until after the presiding officer recognizes him or her. Individuals, after being recognized by the presiding officier will proceed to make comments within a three (3) minutes time limit. The time limit may be extended for all speakers at the discretion of the presiding officer. The board, as a whole has the final decision in determining the appropriateness of all such rulings.

Public comment will be allowed by the presiding officer as follows:

- Public comment on non-agenda items: The board will provide time at the beginning of their regular business meeting during which visitors may present to the board. All members of the public wishing to make comments to the Board on items not listed on the agenda will be asked to sign in before the Board meeting so they may be recognized by the presiding officer prior to making public comments. Individuals who do not wish to identify themselves may use a pseudonym.
- Public comment on agenda items: The board may also allow members of the public to comment on items listed on the agenda as Discussion Items or Action Items. Such comments will occur after the presentation of that item and before any board action. Any representative of a firm eligible to bid on materials or services solicited by the board will also be entitled to express an opinion.
- Public comment at work sessions: The board will provide time at the end of their work sessions during which visitors may present comments to the board regarding the topic(s) discussed and studied at the work session. If the work session includes the adoption of a consent agenda or other action item opportunity for public comment regarding the consent agenda or other action items will be allowed before board action.

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 president will terminate an individual's statement when the allotted time has passed.

Nothing in this section diminishes the authority of the presiding officer to maintain order in a content-neutral manner and/or to exercise his or her authority to deal with interruptions under RCW 42.30.050.

- Citizens who are disruptive; incite an unlawful act on school premises; violate a lawful school regulation; or
- Create a material and substantial disruption of the orderly operation of the board meeting.

Minutes

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

The date, time, and place of the meeting;

The presiding officer;
Members in attendance;
Items discussed during the meeting and the results of any voting that may have occurred;
Action to recess for executive session with a general statement of the purpose;
Time of adjournment; and
Signature of the 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:

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

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. Except as otherwise provided by law, permanent minutes will not be destroyed until approved for destruction by the appropriate district personnel. Permanent minutes should be preserved in a manner that protects them from loss.

Absence of a Board Member

Whenever possible each board member will 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.

If an absent board member would like to provide their opinion about a discussion item or action items to be read during the meeting in their absence, they may do so by submitting a written statement to the board president or superintendent prior to the meeting.

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 1) illness; 2) active or training military duty; or 3) 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 member's term. The board also has the authority to appoint a temporary successor to serve the absent board member's position. The temporary successor will serve until the board member returns or until the end of the board member's term.

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

Cross References:	Board Policy 1220	Board Officers and Duties of Board
	Board Policy 6215	Members Voucher Certification and Approval
	Board Policy 6020	System of Funds and Accounts
Legal References:	RCW 28A.343.390	Directors--Quorum--Failure to attend meetings
	RCW 28A.343.370	Directors--Filling vacancies RCW
	RCW 28A.320.040	Directors--Bylaws
	RCW 28A.330.020	Certain Board elections, manner and vote required
	RCW 42.30	Open Public Meetings Act RCW
	RCW 28A.343.380	Directors—Meetings
	RCW 28A.343.390	Quorum— Failure to attend meetings
	RCW 28A.330.070	Office of Board--Records available for public inspection
	RCW 28A.400.030	Superintendent’s duties
	RCW 28A.505.170	First-class school districts—Emergency or additional appropriation resolutions—Procedure
	RCW 40.14.070	Destruction, disposition, donation of local government records — Preservation for historical interest.
	RCW 42.12.010	Causes of vacancy
	RCW 73.16.041	Leaves of absence of elective and judicial officers
		United States Code, Title 43
		" 12101-12213 Americans with Disabilities Act

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