

BOARD OF DIRECTORS

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 Meetings

Beginning September, 2017, regular meetings will be held at 5:30 p.m. on the 1st and 3rd Thursday of each month in the Gael Stuart Board Room (S-11) or at other times and places as determined by the presiding officer or by majority vote of the Board. Locations and times of regular meetings are indicated on the district's Annual Board Calendar at https://ptschools.org/board___supt/board_annual_calendar. 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 location or time of a regular meeting is changed from the information on the Annual Board Calendar, the Board will provide notice of the meeting in the same manner as provided for special meetings. Regular meetings of the Board will be held within the district boundaries. However, if the Board is attending the Annual WSSDA Conference on a regular meeting day, the meeting may take place at the conference location.

The first regular meeting of the month will be a Work/Study session. The second regular meeting of the month will be a Business session. In months where only one regular meeting takes place, the regular meeting will be a Business session.

Executive sessions may be held at any time during the conduct of any board meeting; however, in unusual situations, executive sessions may be scheduled in advance as a part of the regular business meetings.

Special Meetings

A special meeting may be called by the chair or at the request of a majority of the board members. Written notice of the special meeting, stating the time, place and purpose of the meeting, will be delivered to each board member. Such 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, fax or electronic mail. 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 Administration Building as well as at the location of the meeting if the meeting is held at a location other than the District Office.

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 for a special meeting if he or she:

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.

The notices provided in this section may be dispensed with in the event a special meeting is called 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.

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

The Board will give proper public notice 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 location indicated on the Annual Board Calendar.

All meetings are open to the public with the exception of executive 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, will be the office of the Board. The district's public records are open for inspection in the manner provided by and subject to the limitation of the law.

Quorum and Voting

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 school district 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 in a civil, orderly, and business-like manner. The Board uses *Roberts Rules of Order (Revised)* as a guide, except when 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 Board will establish its regular order of business, but may elect to change the order by a majority vote of the members.

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 can be taken by secret ballot at any meeting required to be open to the public.

Public Attendance and Comment

Any member of the public may attend board meetings, including individuals who do not live within the 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 and end of the meeting during which visitors may address the Board. 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 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 and end 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 References:	Policy 1220 Policy 1410 Policy 1420	Board Officers and Duties of Board Members Executive or Closed Sessions Proposed Agenda and Consent Agenda
Legal References:	RCW 28A.320.040 RCW 28A.330.020 RCW 28A.330.070 RCW 28A.343.370 RCW 28A.343.380 RCW 28A.343.390 RCW 42.30.030 RCW 42.30.050 RCW 42.30.060	Directors-Bylaws for board and school government Certain board elections, manner and vote required-selection of personnel, manner Office of board – Records available for public inspection Directors – Filling vacancies Directors – Meetings Quorum – Failure to attend meetings Meetings declared open and public Interruptions – Procedure Ordinances, rules, resolutions, regulations, etc., adopted at public meetings – Notice –

RCW 42.30.070	Secret voting prohibited Times and places for meetings – emergencies – exception
RCW 42.30.080	Special Meetings
Ch. 42 USC 12101- 12213	Americans with Disabilities Act

Management Resources: 2018 – August Issue
2014 – June Issue
2013 – April Issue
2012 – June Issue
2005 – June Policy and Legal News Special Meeting Notice Requirements

Date: 1/29/79; 1/18/90; 1/19/98; 6/4/01; 3/8/04; 9/24/07; 3/8/10; 10/11/10; 2/13/2012; 8/27/12; 2/23/15; 5/22/17; 6/26/17; 11/1/18; 1/16/20.

PORT TOWNSEND SCHOOL DISTRICT NO. 50