

## 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/Workshops

Regular meetings are held at 6:00 p.m. on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month in the Wenatchee School District main boardroom, with the exception of July, in which there will be no meetings, and December, in which there will only be one meeting on the 2nd Tuesday. An agenda of the business that the board will transact will be posted on the district website not less than twenty-four (24) hours in advance of the published start time of the meeting. Board Workshops will be held at 1:00 p.m. on the 3rd Monday of each month, except June, July and December.

If the board will hold regular meetings at places other than the district office or 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 declared by federal, state or local government, or in cases of local emergency including 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.

### Special Meetings

Special meetings may be called by the *chair/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 will be posted on the district's website.

The district will 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. 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 email or
2. Is actually present at the time the meeting convenes.

The board will not take final action on any matter other than those items stated in the 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 meeting 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, by the federal government, or existence of other emergency, 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 allows 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 will 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 use 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 will 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 action 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.

### **Public Notice**

The board will give proper public notice for any special meeting whenever a regular meeting is adjourned to another time. The board may provide notice for an emergency meeting in accordance with this Policy.

All meetings will 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 who may need a modification to participate in a regular or special Board meeting, including those with disabilities or those requiring language interpretation services, should contact the superintendent's office as soon as possible and no later than two days before a meeting so that arrangements for the modification can be made. Reasonable efforts will be made to accommodate requests made less than 48 hours in advance of a meeting.

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 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 real-time verbal communication without being in the same physical location with those in attendance.

Additionally, any meeting held via a communication platform will: 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 will 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 email, 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.

### **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 will have Spanish interpretation available for public comment, or when a request for a modification is received, at all board meetings.

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, with the exception of emergency situations, the board will provide a period at or before every regular meeting at which final action is to take place for public comment. During the public comment period, visitors may address the board on any topic within the scope of the board's responsibility. Public comment may occur orally or through written comments submitted before the meeting. Written comments will adhere to the standards of civility discussed below and will be received 24 hours before the board meeting. All written public comments timely submitted will be distributed to each board member.

A maximum of 20 speakers will be heard at each meeting; English and Spanish speakers will be allowed 3 minutes of comment time, with additional time allowed for interpretation. However, in the event that more than 20 public comment requests are received prior to the scheduled start time of the Board meeting, an additional five speaking slots will be made available for that meeting only, for a total of twenty-five speakers.

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 under a legal standard;
- 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, or bullying of students, or policy or procedure related to nondiscrimination;
- 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. The board will exercise its authority to maintain order in a content-neutral manner.

In the event that any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible, and order cannot be restored by the removal of individuals who are interrupting the meeting, the members of the governing body conducting the meeting may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the governing body from establishing a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting. Nothing in this section prohibits the governing body from stopping people from speaking to the governing body when not recognized by the governing body to speak.

In addition to the public comment period at or before the meeting, the board will identify the agenda items that require or would benefit from the 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.

### **Public Hearings**

For topics of special public interest or as required by law, the Board may schedule special hearings to receive additional public testimony. The Board President will set a specific time limit

for how long the public hearing will last. Speakers may sign up at the public hearing to present oral testimony and may be required to provide their full name, address, and relationship to the Wenatchee School District on the Public Comment form. They may be asked to designate whether they are testifying for or against the agenda item, and will be given the opportunity to submit written testimony. Speakers should only state their full name for the record when starting their testimony—speakers need not state their address, email or telephone number during the meeting.

Testimony will be taken on a first-come, first-served basis, according to the sign-up sheet at the public hearing. The time limit for speakers during a Public Hearing will be set by the School Board and the Superintendent. If the times are not set specifically for the Public Hearing topic, the speaking time will remain that English and Spanish speakers will be allowed 3 minutes of comment time, with additional time allowed for interpretation. Persons who do not testify are encouraged to submit their written testimony to the Superintendent's Office, which will make it available to the full Board.

### **Meeting Recordings**

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. 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.

### **Dangerous Weapons**

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.

Cross References:                   1420 - Proposed Agenda and Consent Agenda  
  1410 - Executive or Closed Sessions  
  1220 - Board Officers and Duties of Board Members

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  
RCW 9A.41.280 Possessing dangerous weapons on school  
facilities — Penalty — Exceptions  
42 U.S.C. 12101-12213 Americans with Disabilities Act

Management Resources:      2022 - June Issue  
   2018 - August Issue  
   2014 - June Issue  
   2013 - April Issue  
   2012 - June Issue  
   Policy News, June 2005 Special Meeting Notice Requirements

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**Classification: Essential**

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