

Meeting Conduct, Order of Business and Quorum

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 are held on the second and fourth Mondays of each month in the Student Services Center or at other times and places as determined by the presiding officer or by majority vote of the board. If regular meetings are to be held at places other than the Student Services Center, 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 will be held within the district boundaries. An agenda of business to be transacted will be posted on the district website not less than 24 hours in advance of the published start time of the meeting.

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 purpose of the meeting, will be delivered to each board member not less than 24 hours prior to the time of the meeting. Written notice will also be sent not less than 24 hours prior to the meeting 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. Final disposition will 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 Student Services Center.

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, 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.

CLOVER PARK SCHOOL DISTRICT
Policy Series: Board of Directors

Policy No. 1400

Meeting Conduct and Order of Business

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. 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 board member and must be approved by majority vote of the board members present.

The board will 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 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 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.

Cross Reference:	Board Policy 1220 1410 1420	Board Officers and Duties of Board Members Executive or Closed Sessions Proposed Agenda and Consent Agenda
Legal References:	RCW 28A.330.020 RCW 28A.320.040 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 Ch.42 U.S.C. §§ 12101-12213,	Certain board elections, manner and vote required Directors — Bylaws for board and school government Office of board — Records available for public inspection Directors — Vacancies Directors — Meetings Directors — Quorum — Failure to attend meetings Meetings declared open and public Interruptions - Procedure Open Public Meetings — Voting by secret ballot prohibited Americans with Disabilities Act

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