

Meeting Conduct, Order of Business, Quorum and Public Comment

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

The regular meetings of the Board of Directors will be held at least once a month, according to a yearly schedule for the following school year (September-August) adopted in June by the Board. The calendar for July and August will be updated at the first regular meeting in May.

Adjustments may be made to the schedule as long as they are posted at least two weeks in advance.

All regular meetings of the board will be held within the district boundaries.

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 twenty-four (24) hours prior to the time of the meeting. Written notice will also be sent not less than twenty-four (24) hours prior to the meeting to each newspaper, radio station, 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. Written notice will also be posted on the district website. 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 shall 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 Wilburton Instructional Center.

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. A district is required to notify newspapers and radio and television stations which have filed a request for such notification. Each director should receive an agenda twenty-four hours in advance of the meeting. All public notices of board meetings should inform persons with disabilities that they may contact the superintendent's office so that arrangements can be made for them to participate in board meetings.

While other items of business may be discussed at a special meeting, no final action can be taken on topics which have not been identified on the agenda. If an item is to be discussed in executive session, 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 suspension or expulsion of a student or for the purpose of planning or adopting strategy or positions to be taken in collective bargaining, grievance or mediation proceedings, or reviewing such proposals made by a bargaining unit).

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.

Board Office

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.

Meeting Conduct and Order of Business

All board meetings will be conducted in an orderly and business-like manner using *Roberts Rules of Order (Newly Revised)* as a guide, except when such rules are superseded by board 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. Meeting agendas should clearly identify deliverables (including decisions, action items, etc.) required of the board for that meeting.

Regular meetings will be limited to a maximum of 3.5 hours, including study sessions and executive sessions. Extending any given meeting duration beyond 3.5 hours will require a vote of the board. Whenever possible, regular meetings will be scheduled for a maximum duration of 3 hours.

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, or otherwise required by law. 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.

All meetings, including study sessions and retreats, must be advertised as meetings that are open to the public. If a board wishes to devote all or most of a special meeting to an issue(s) to be discussed in executive session, the special meeting should be called to order in public and

recessed to an executive session. The purpose of the executive session should be announced and recorded in the minutes (e.g., real estate matters, litigation).

All regular meetings must be held within the district boundaries. Special meetings may be held outside the district with proper notice of the time and location.

Meeting Recess and Continuation

The board may recess a regular, special or previously recessed meeting to a specific future time. Notice of such a recess and continuation must be posted at or near the door of the meeting room. If the meeting is recessed to another day, the meeting notice and location will be posted on the district website. Notification to the press is not required.

Public Comment

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 such comment, the board will provide a period at the meeting during which members of the public may present to the board.

“Public Comment Forms” will be made available at each board meeting and may be submitted to the board president, or in his/her absence, the vice president or other board member presiding over the meeting (i.e., the “meeting chair”), prior to the start of the meeting. Instructions for making a public comment to the board will be made available on the district website. Written and oral comment will be accepted by the board before the adoption or amendment of policies not expressly or by implication authorized by state or federal law, but which will promote the education of kindergarten through twelfth grade students in public schools or will promote the effective, efficient or safe management and operation of the district.

Public comments will be made as follows:

- The board president (or meeting chair) will introduce the public comment period by reading the following statement:

“If you would like to address the Board on an issue, please limit your remarks to not more than 3 minutes. To maximize the number of comments we can hear, please use only the time you need to make your statement. If you are here with a group, the Board encourages the group to appoint a spokesperson. You may provide written documentation to the Board Secretary to be included as part of the official Board minutes record. The Board will listen to all comments carefully but will generally not respond to comments spontaneously or without further deliberation. Complaints about specific personnel will not be heard in open session and will not be part of the record of any public meeting.”
At the president’s (or meeting chair) discretion, he/she may also read the following sentence: “The board also accepts public comments submitted online and will include such comments as part of the in-the-official meeting minutes record for the next regular board meeting following receipt of the comments.”

- The following statement will be included in the printed public comment form:

If you would like to address the Board on an issue, please limit your remarks to not more than 3 minutes. If you are here with a group, the Board encourages the group to appoint a spokesperson. A group spokesperson may speak for up to 5 minutes when multiple members of the group are present. You may provide written documentation to the Board Secretary to be included as part of the official Board minutes record. While the board

Board will listen to all public comments carefully, the Board will generally not respond to comments spontaneously or without further deliberation. The Board may direct the Superintendent to respond to the issues expressed at a later date. Complaints about specific personnel will not be heard in open session and will not be part of the record of any public meeting. The Board also accepts public comments submitted online and will include such comments as part of ~~in~~ the official meeting minutes for the next regular board meeting following receipt of the comments. Instructions for submitting written public comments are located on the district website.

- In addition to a link/button to submit a public comment, the following statement will be included on the public comments webpage:

We invite all community members to address the Board on an issue or topic. Individual remarks are limited to 3 minutes. Please appoint a spokesperson if the concern is a group concern. If desired, you may provide written documentation to the Board Secretary to be included as part of the official meeting record.

While the Board will listen to all public comments carefully, the Board will not respond to comments spontaneously or without further deliberation. The Board may direct the Superintendent to respond to the issues expressed at a later date.

Complaints about specific personnel will not be heard in open session and will not be part of the record of any public meeting.

Those who are attending a board meeting may fill out the public comment forms available as they enter a board meeting.

Those who are unable to attend a board meeting may also submit a public comment by emailing Board@bsd405.org. Public comments submitted through email will be included in the official record for the next regular board meeting following receipt of the comments. Please add "Public Comment" to the subject of your email.

- Individuals will be recognized by the board president (or meeting chair) and will identify themselves before speaking.
- Individuals will speak for a maximum of 3 minutes.
- A group representative will speak for a maximum of 5 minutes. A person may be a group representative when speaking on behalf of an organization or group of persons with a specific shared interest when more than one of the group's members is present at the board meeting.
- Public comments will also be accepted via an online process described on the district website. Such comments will be distributed to all board members and will be included in the meeting minutes.
- Individual firms who are eligible to bid on materials or services solicited by the Board may speak for a maximum of 3 minutes.
- The Board will not hear complaints about district personnel in open session. Any written public comments (including public comments submitted online) that contain complaints about specific personnel will not be made available to the Board for review or

consideration at any public meeting and will not be part of the record of any public meeting unless the person who is the subject of the complaint requests a public hearing.

The Board will generally schedule 10 minutes for public comments during a regular meeting and will allocate a maximum of 30 minutes for public comments in a single meeting. If more people have requested to speak than can be heard in the allotted time AND the allotted time is less than 30 minutes, the board will vote whether to extend the time to 30 minutes. If such an extension pushes the meeting over the maximum meeting time, the Board will first need to vote to approve an adjustment of the agenda to either exceed the meeting time or to reduce time allocated to other agenda items. Discussion on agenda adjustments should not exceed five minutes of meeting time; if agreement has not been reached at 5 minutes time, a vote should be taken immediately, first on whether to adjust the meeting agenda, and then, if meeting agenda allows, on whether to allocate additional time for comments, and the meeting should proceed.

If more people have requested to speak than can be heard in the allotted time, the board president (or meeting chair) will select a representative sample of speakers with the goal of hearing public input on the broadest range of topics and perspectives.

The president (or meeting chair) may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, or irrelevant. The Board as a whole has the final decision in determining the appropriateness of all such rulings.

Cross Reference:	Board Policy 1220 1410	Board Officers and Duties of Board Members Executive or Closed Sessions
Legal References:	RCW 28A.320.15 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 Ch.42 U.S.C. §§ 12101-12213,	School boards of directors—Powers— Notice of adoption of policy Directors — Bylaws for board and school government Certain board elections, manner and vote required 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

Management Resources:

Policy News, June 2005

Special Meeting Notice Requirements

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