

# PROPOSED REVISION



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## THE BOARD OF DIRECTORS

### Meetings

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 conduct business through (1) regular meetings, (2) special meetings, and (3) emergency meetings.

### Public Notice

The board will give proper public notice for any special meeting; **or** whenever a regular meeting is adjourned to another time; **or, when a regular meeting is to be held at a place other than the district boardroom. The board may provide notice for an emergency meeting in accordance with this policy.**

All meetings shall be open to the public with the exception of executive and 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 with disabilities who may need a modification to participate in a meeting and those who may have difficulty physically attending a meeting should contact the superintendent's office no later than three (3) 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, shall be the office of the board. The district's public records shall be open for inspection in the manner provided by and subject to the limitation of the law.

### Regular Meetings

Regular meetings shall normally be held the second and fourth Tuesdays of each month in the district boardroom **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 boardroom or are adjourned at times other than a regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. All regular meetings of the board shall be held within the district boundaries.

**In cases of emergency, fire, flood, earthquake, or other emergency, the presiding 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.**

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When a regular meeting date falls on a legal holiday, the president shall determine the date of the meeting. The board shall adopt an annual regular meeting schedule by no later than July 31 of each year preceding the year to which the schedule applies. From time to time, in consideration of the best interests of the district, the public and the community, the board may revise the regular meeting schedule dates and/or times. Any proposed revisions to the regular meeting schedule shall be placed on the agenda for discussion and action at a regular or special meeting, and any adopted revisions shall be posted on the district's website at least one (1) week prior to any revisions taking affect.

**The district will hold wholly 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.**

## **Special Meetings**

Special meetings may be called by the president or by 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, shall 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 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 **electronic mail email**. The notice must also 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.

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A board member waives the special meeting notice requirement if **he or she 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 telegram, fax, or **electronic mail email**; or
2. Is actually present at the stated time the meeting convenes.

At a special meeting, the board may take final action only on that business contained in the notice of the special meeting. **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

**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.**

**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 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 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 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 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.**

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**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.**

## **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.

Opportunity will be provided at a specified time at each regular meeting for citizens to raise topics before the board, as well as to comment upon items on the agenda.

**Public comment may occur orally or through written comments submitted before the meeting. Written comments must adhere to the standards of civility discussed below and must be received 24 hours before the board meeting. All written public comments timely submitted will be distributed to each board member.**

Matters that citizens wish to have included on the agenda should be submitted to the superintendent one (1) week prior to a scheduled board meeting. The superintendent, after consultation with the board president, shall make the decision to include or reject a request for an agenda item. The superintendent will notify the person(s) making the request of the decision.

Cross references:

[Board Policy 1120](#)  
[Board Policy 1235](#)  
[Procedure 1400P](#)  
[Schedule 1400S](#)  
[Board Policy 1410](#)  
[Board Policy 1420](#)  
[Board Policy 1421](#)  
[Board Policy 1440](#)  
  
[Board Policy 1441](#)

Annual Organization Meeting  
Parliamentarian  
Meetings  
School Board Meetings Schedule  
Executive or Closed Sessions  
Agenda  
Consent Agenda  
Meeting Conduct, Order of Business and  
Quorum  
Audience Participation

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Legal references:

[RCW 9.41.280](#)

**Possessing dangerous weapons on**

[RCW 28A.330.070](#)

**school facilities—Penalty—Exceptions**

[RCW 28A.343.380](#)

Office of Board—Records available for  
public inspection

[Chapter 42.30 RCW](#)

Meetings

Open public meetings act

Adopted:	<u>November 21, 1980</u>
Revised:	<u>October 25, 1993</u>
Revised:	<u>April 22, 1996</u>
Revised:	<u>September 7, 1999</u>
Updated:	<u>March 2001</u>
Revised:	<u>November 8, 2005</u>
Revised:	<u>October 11, 2011</u>
Admin Review:	<u>December 2012</u>
Updated:	<u>November 2013</u>
Updated:	<u>February 2018</u>
Revised:	<u>January 22, 2019</u>
Updated:	<u>June 2019</u>
Revised:	<u>September 8, 2020</u>
<b>PROPOSED:</b>	<b><u>July 2022</u></b>