

# PROPOSED REVISION



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## THE BOARD OF DIRECTORS

### Meeting Conduct, Order of Business and Quorum

The board will conduct all board meetings in a civil, orderly, and business-like manner. The board uses *Roberts Rules of Order Newly Revised* as a guide, except when board bylaws or policies supersede such rules. During board meetings, board members shall refrain from communicating electronically (e.g., by email, text, social media) with their fellow board members.

The board shall establish its regular order of business, which shall be published as a procedure implementing this policy. The board may elect to change the order of business by a majority vote of the members. The purpose of each agenda section heading and agenda item shall be designated as follows: information only, discussion, information/discussion, discussion/action, action, action (consent), procedural or recognition. Main motions not included in the adopted agenda will be recognized only in the section of the agenda designated for action and will require a majority vote to be considered. All main and subsidiary motions require a second as defined in *Roberts Rules of Order Newly Revised*.

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

**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.**

### Quorum and Voting

Three (3) board members constitutes a quorum. A quorum is required for the transaction of business, including voting. Board members may attend a board meeting without being physically present with the prior written approval of the board president. Any or all board members may attend a board meeting and vote via any communication platform that provides **simultaneous aural real-time verbal** communication with those in attendance. However, 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 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.

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Cross references:	<a href="#">Board Policy 1235</a>	Parliamentarian
	<a href="#">Board Policy 1400</a>	Meetings
	<a href="#">Board Policy 1420</a>	Agenda
	<a href="#">Board Policy 1421</a>	Consent Agenda
	<a href="#">Procedure 1440P</a>	Meeting Conduct, Order of Business and Quorum
	<a href="#">Board Policy 6000</a>	Program Planning, Budget Preparation, Adoption and Implementation

Legal references:	<a href="#">RCW 9.41.280</a>	<b>Possessing dangerous weapons on school facilities—Penalty—Exceptions</b>
	<a href="#">RCW 28A.320.040</a>	Bylaws for board and school government
	<a href="#">RCW 28A.343.370</a>	Vacancies
	<a href="#">RCW 28A.343.390</a>	Quorum—Failure to attend meetings
	<a href="#">RCW 28A.505.060</a>	Budget—Hearing and adoption of—Copies filed with ESDs
	<a href="#">Chapter 42.30 RCW</a>	Open public meetings act
	<a href="#">RCW 42.30.060</a>	Ordinances, rules, resolutions, regulations, etc., adopted at public meetings—Notice—Secret voting prohibited

Adopted:	<u>November 21, 1980</u>
Revised:	<u>October 25, 1993</u>
Updated:	<u>March 2001</u>
Revised:	<u>September 27, 2011</u>
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**PROPOSED: July 2022**