

PROPOSED REVISION

491

Page 1 of 2

COMPLIANCE AND RISK MANAGEMENT

Open Public Meetings

The Trust is subject to the Open Public Meetings Act as described in Title 42, Chapter 30 RCW, and it is the policy of the Trustees to comply with those requirements.

Trust meetings will be scheduled in compliance with the law and as deemed by the Trust to be in the best interests of the employees. The Trust will conduct business through (1) regular meetings, (2) special meetings, and (3) emergency meetings. **All regular meetings of the Everett School Employee Benefit Trust will be held at the Community Resource Center, 3900 Broadway, Everett, unless otherwise announced.** 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 **Community Resource Center school-district boardroom.**

Regular meetings shall normally be held the third Wednesday of each month **at the Community Resource Center in the district boardroom** or at other times and places as determined by the presiding officer or by majority vote of the Trust. If regular meetings are to be held at places other than the **boardroom Community Resource Center** 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 Trust shall be held within the school district boundaries. The Trust shall adopt an annual regular meeting schedule by no later than June 30 of each year.

Matters that employees and citizens wish to have included on the agenda should be submitted to the chairperson one week prior to a scheduled Trust meeting. The chairperson shall make the decision to include or reject a request for an agenda item. The chairperson will notify the person(s) making the request of the decision.

When agenda presentations are made by more than one person, the leader or spokesperson should be identified. It should be understood that inclusion of a presentation on the agenda is not a commitment that the Trust will indicate its position or take any action on at that meeting.

Special meetings may be called by the chairperson or on a petition of a majority of the Trust members. A written notice of a special meeting, stating the purpose of the meeting, shall be sent to each Trustee not less than twenty-four (24) hours prior to the time of the meeting. Business transacted at a special meeting will be limited to that stated in the notice of the meeting.

All meetings shall be open to the public with the exception of executive 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.

During the interim between meetings, the office of the **Central Region Assistant Superintendent** Executive **Director of Human Resources** shall be the office of the Trust. The Trust's public records shall be open for inspection in the manner provided by and subject to the limitation of the law.

PROPOSED REVISION

491

Page 2 of 2

Legal References:

[RCW 28A.330.070](#)

[RCW 28A.343.380](#)

[RCW 42.30](#)

[WAC 200-110-190](#)

Office of Board—Records available for
public inspection

Meetings

Open Public Meetings Act

(Applies only if the Trust self-insures
any Trust benefits.) Standards for

Operations—Meetings

Adopted: January 24, 2011

Revised: September 25, 2013

Updated: October 16, 2013

PROPOSED: February 2017