

## **Meetings**

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. 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 school district boardroom.

Regular meetings shall normally be held the third Monday 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 Trust. 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 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 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 Executive Director for K-12 Education, Area 2 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.

Legal References:	RCW 28A.330.070	Office of Board—Records available for public inspection
	RCW 28A.343.380	Meetings
	RCW 42.30	Open Public Meetings Act
	WAC 82-65-190	Standards for Operations-- Meetings