

LAKWOOD SCHOOL DISTRICT #306

BOARD POLICY #1520

1000 SCHOOL BOARD OPERATIONS

1500 Meetings

1510 Types of Meetings

1520 Meeting Conduct, Order of Business and Quorum

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.

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.

Quorum

Three board members shall 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in an orderly and business-like manner using Roberts Rules of Order (Revised) as a guide, except when such rules are superseded by board bylaws or policies.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 consensus, or lacking consensus by a majority vote of the board members present.

The board shall establish its regular order of business, but may elect to change the order by a majority vote of the members.

All votes on motions and resolutions shall be by "voice" vote unless an oral roll call vote is requested by a member of the board. No action shall 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.

Cross Reference:	Board Policy #1220	Powers and Duties of Board Members
	Board Policy #1513	Executive or Closed Sessions
Legal References:	RCW 28A.343.390	Directors-Quorum-Failure to attend meetings
	RCW 28A.343.370	Directors-Filing vacancies
	RCW 28A.320.040	Directors-Bylaws
	RCW 28A.330.020	Certain board elections, manner and vote required
	RCW 42.30	Open Public Meetings Act
	RCW 42.30.060	Open Public Meetings – Voting by secret ballot prohibited
	RCW 28A.343.380	Directors-Meetings
	RCW 28A.330.070	Office of board-Records available for public inspection
	United States Code, Title 42	
	12101-12213	Americans with Disabilities Act

LAKWOOD SCHOOL DISTRICT #306
ADMINISTRATIVE PROCEDURES
BOARD POLICY #1520

Meeting Conduct, Order of Business and Quorum

Open Meetings

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 (Policy #1513), the special meeting should be called to order 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 Notices. 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 a printed 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 printed agenda. If an item is to be

discussed in executive session in accordance with policy #1513, 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, non-renewal or discipline of an employee, unless the employee requests a public meeting; hearing regarding suspension or expulsion of a student, unless the student requests a public meeting) 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.

Meeting Recess and Continuation.

The board may recess a regular, special or 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.

Notification to the press is not required.