

Meetings, Quorum, Order of Business

Regular Meetings

Regular meetings will be held at 7:00 PM on the 2nd and 4th Tuesday of each month (except July, and December when there will be one meeting scheduled each month) in the Educational Service Center Board Room 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 Riverview School District Board Room or are adjourned to times other than a regular meeting time, notice of the meeting will be made in the same manner as provided for special meetings. All regular meetings of the board will be held within the district boundaries. When a regular meeting date falls on a legal holiday, the meeting will be held on the next business day.

Special Meetings

Special meetings may be called by the president or at 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, will be delivered to each board member. 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 or by mail, facsimile or electronic mail.

The notice must 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 the location of the meeting if the meeting is held at a location other than the headquarters.

All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting.

Final disposition will not be taken on any matter other than those items stated in the original meeting 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.

Work Study Sessions

Work sessions are meetings during which matters may be studied and discussed but no votes are taken. Work Sessions are open to the public, but there is no provision for public participation.

Public Notice

Public notice will 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 Educational Service Center Board Room.

All meetings will be open to the public with the exception of executive sessions or closed 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.

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, nonrenewal or discipline of an employee, unless the employee requests a public meeting; hearing regarding suspension or expulsion of a student, 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).

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.

During the interim between meetings, the office of the superintendent, as board secretary, will be the office of the board. The district's public records will be open for inspection in the manner provided by and subject to the limitation of the law.

Quorum

Three board members will 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 majority vote of the board members present. All votes on motions and resolutions will be by "voice" vote unless an oral roll call vote is requested by a member of the board. No action will be taken by secret ballot at any meeting required to be open to the public. At a special meeting, final action may be taken only on that business contained in the notice of the special meeting.

Board members are not required to be physically present to attend a board meeting. Any or all board members may attend a board meeting and vote via any communication platform – including videoconference or teleconference – that provides, at a minimum, simultaneous aural communication between those present, provided: 1) the meeting is properly noticed with any required passwords or authorization codes; 2) the meeting is accessible to the public; 3) the meeting accommodates any member of the public who wishes to participate; and 4) the communication platform is generally known and accessible to the public.

An oral roll call vote of all 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 members of the board is required for any person to be elected or selected for such positions.

During board meetings, board members will refrain from communicating electronically (e.g. by e-mail, text, social media) with their fellow board members.

Proposed Agenda and Consent Agenda

The board secretary will be responsible for preparing the proposed agenda for each meeting, in accordance with the board president. Printed or electronic copies of the proposed agenda, minutes of the previous meeting and relevant supplementary information will be delivered to each board member at least three (3) days in advance of the meeting and will be available to any interested citizen at the superintendent's office twenty-four (24) hours prior to the meeting. The proposed agenda for regular and special meetings will be posted to the district website not less than twenty-four (24) hours prior to the start time of the meeting, unless the district does not have a website or has fewer than ten full-time equivalent employees.

To expedite business at a school board meeting, the board approves the use of a consent agenda which includes those items considered to be routine in nature. Any item which appears on the consent agenda may be removed from the consent agenda by a member of the board. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Public Comment

The board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of such comment, the board will provide a period at the beginning of the meeting during which visitors may make formal presentations. A sign-up sheet will be provided and members of the public will be called in order of signing in.

The board may also allow individuals to express an opinion prior to board action on agenda items the board determines require or will benefit from public comment. Written and oral comment will be accepted by the board before the adoption or amendment of policies not expressly or by implication authorized by state or federal law, but which will promote the education of kindergarten through twelfth grade students in public schools or will promote the effective, efficient or safe management and operation of the district.

Individuals wishing to be heard by the board will first be recognized by the president. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. Any representative of a firm eligible to bid on materials or services solicited by the board will also be entitled to express an opinion. The president may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene or irrelevant. The board as a whole will have the final decision in determining the appropriateness of all such rulings.

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 arrangements for the modification can be made.

Minutes

The secretary of the board will keep the minutes of all board meetings. Minutes become official after approval by the board and will be retained as a permanent record of the district.

Minutes will be comprehensive and will show:

- A. The date, time, and place of the meeting
- B. The presiding officer
- C. Members in attendance
- D. Items discussed during the meeting and the results of any voting that may have occurred
- E. Action to recess for executive session with a general statement of the purpose
- F. Time of adjournment
- G. Signature of president officer and date minutes approved

When issues are discussed that may require a detailed record, the board may direct the secretary to record the discussion. Audio or video recordings will be maintained on file as follows:

- If the recording is transcribed verbatim, the recording may be destroyed after one (1) year.
- If the recording is only used as a reference to create written minutes, the recording must be retained for six (6) years.

A file of permanent minutes of all board meetings will be maintained in the office of the board secretary to be made available for inspection upon the request of any interested citizen.

Legal References:	RCW 28A.330.020	Certain board elections, manner and vote required
	28A.320.040	Directors – Bylaws for board and school government
	28A.330.070	Office of board – records available for public inspection
	28A.343.380	Directors-Meetings
	28A.343.390	Directors – Quorum – Failure to attend meetings
	42.30.030	Meetings declared open and public
	42.30.050	Interruptions – Procedures
	42.30.060	Open Public Meetings – Voting by secret ballot prohibited
	42.30.070	Time and places for meetings – Emergencies-Exception
	42.30.080	Special Meetings
	42 U.S.C.§§12101-12213	Americans with Disabilities Act

April 24, 2001

Revised: June 6, 2006

Revised: June 22, 2010

Revised: August 20, 2012

Revised: July 23, 2013

Revised: July 17, 2014