

Meeting Conduct, Order of Business and Quorum

Board meetings will be scheduled in compliance with the law, and as deemed by the board to be in the best interests of the district and community. The board will function through (1) regular meetings, (2) special meetings and (3) emergency meetings.

Regular Meetings

Regular meetings are held at 5:30 p.m. on the fourth Monday of each month, except December and May, when the Board meets on the third Monday of the month, in the District Office Board room or at other times and places as determined by the Chair/President or presiding officer by majority vote of the board. An agenda of business to be transacted must be posted on the district website not less than twenty-four (24) hours in advance of the published start time of the meeting.

If regular meetings are to be held at places other than the 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.

Special Meetings

Special meetings may be called by the chair/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 Board Room or at the location of the meeting if the meeting is held at a location other than the District Office Board Room. All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting.

The written notice requirement will be deemed waived if a member:

1. Submits a written waiver of notice to the board secretary at or prior to the time the meeting convenes, which may be given by telegram, fax, or electronic mail; or
2. Is actually present at the time the meeting convenes, and does not object to the meeting being convened.

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

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 District Office Board Room.

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

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.

1220 - Board Officers and Duties of Board Members

Legal References:

RCW 28A.330.020 Certain board elections, manner and vote required - Selection of personnel, manner
RCW 28A.320.040 Bylaws for board and school government
RCW 28A.330.070 Office of board — Records available for public inspection
RCW 28A.343.370 Vacancies
RCW 28A.343.380 Meetings
RCW 28A.343.390 Quorum — Failure to attend meetings
RCW 42.30.030 Meetings declared open and public
RCW 42.30.050 Interruptions - Procedure
RCW 42.30.060 Ordinances, rules, resolutions, regulations, etc., adopted at public meetings — Notice — Secret voting prohibited
RCW 42.30.070 Times and places for meetings - Emergencies - Exception
RCW 42.30.080 Special Meetings
42 U.S.C. 12101-12213 Americans with Disabilities Act

Management Resources:

2014 – June Issue
2013 – April Issue
2012 - June Issue
Policy News, June 2005 Special Meeting Notice Requirements

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La Conner School District
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