

# Northshore School District

## BOARD POLICY

No. 1400

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### THE BOARD OF DIRECTORS

#### Meetings of the Board

##### Annual Organizational Meeting

The board shall vote for a president and a vice president to serve one-year terms during the meeting when the oath of office is administered to new board members. In even-numbered years, a legislative representative shall be elected to serve a two-year term. If a board member is unable to continue as an officer, a replacement shall be elected immediately. In the absence of both the president and the vice president, the board shall elect a president pro tempore who shall perform the functions of the president during the latter's absence. The superintendent/designee shall act as board secretary. In order to provide a record of the proceedings of each meeting of the board, the superintendent/designee shall appoint a recording secretary of the board.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

1. Oath of office.
2. Introduction of newly-sworn board members.
3. Call for nominations for president to serve during the ensuing year.
4. Election of a president (roll call vote).
5. Assumption of office by the new president.
6. Call for nominations for vice president to serve during the ensuing year.
7. Election of a vice president (roll call vote).
8. Call for nominations for legislative representative to serve a two-year term (in even-numbered years only).
9. Election of legislative representative.
10. Election of audit committee member (Board Policy 1331).

Policies shall continue from year to year and board to board, until and unless the board changes them.

Regular, Special, and Emergency Meetings

Board meetings will be scheduled in compliance with the law and as deemed by the board to be in the best interest of the district and community. The board will function 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 board room.

Regular meetings shall be held at 4:00 p.m. on the second Monday of each month and at 7:00 p.m. on the fourth Monday of each month except in the months of April, July and December when one meeting will be held on the fourth Monday of April, the second Monday in July, and the second Monday in December beginning August 2017 in the Dr. G.E. Ricketts Board Room in the Administrative Center, 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 board room or are adjourned to 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 board shall be held within the district boundaries. When a regular meeting date falls on a legal holiday, the meeting shall be held on the next business day.

Special meetings may be called by the president or on a petition 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, shall be delivered to each board member not less than twenty-four (24) hours prior to the time of the meeting. Written notice shall also be sent not less than twenty-four (24) hours prior to the meeting 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 and posted on the district website. The district shall also prominently display the notice at the main entrance of the district's Administrative Center as well as the location of the special meeting if held at another location. Final disposition shall not be taken on any matter other than those items stated in the meeting notice.

In the event of an emergency, involving possible personal injury or property damage, the board may meet immediately and take official action without prior notification.

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.

Board members are expected to make every effort to personally attend all meetings of the board. Under extenuating circumstances, a board member may remotely participate in meetings and vote on items under consideration at regular, special or emergency meetings provided that the board member's remote access is arranged in advance with the board secretary, the board member's remote access is synchronous with the meeting, members of the public are able to hear or see the participation of the board member (in open sessions), and the board member has access to the same information, documents and/or presentations as board members personally in attendance. A minimum of three board members must be personally in attendance to constitute a meeting quorum.

During the interim between meetings, the office of the superintendent, as secretary to the board, 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.

Executive or Closed Sessions

Before convening in executive session, the president shall publicly announce the purpose for excluding the public from the meeting place and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the president.

An executive session may be conducted for one or more of the following purposes:

- A. To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
- B. To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price; however, the final action of selling or leasing public property shall be taken in a meeting open to the public;
- C. To review negotiations on the performance of publicly-bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;
- D. To receive and evaluate complaints or charges brought against a director or staff member; however, upon the request of such director or staff member, a public hearing or a meeting open to the public shall be conducted on such complaint or charge;
- E. To evaluate the qualifications of an applicant for public employment or to review the performance of a staff member; however, discussion of salaries, wages, and other conditions of employment to be generally applied within the district shall occur in a meeting open to the public, and when the board elects to take the final action of hiring, setting the salary of an individual staff member or class of staff members, or discharging or disciplining an employee that action shall be taken in a meeting open to the public;
- F. To evaluate the qualifications of a candidate for appointment to the board; however, any interview of such candidate and final action appointing a candidate to the board shall be in a meeting open to the public; or
- G. To discuss with legal counsel representing the district matters relating to district enforcement actions, or litigation or potential litigation to which the district, the board, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequences to the district. Potential litigation means matters protected by attorney-client privilege related to litigation that has been specifically threatened; litigation that the district reasonably believes may be commenced; or the litigation or legal risks of a proposed action or current practice of the district, if public discussion is likely to result in an adverse or financial consequence to the district.

The Open Public Meetings Act does not apply to certain board activities and public notice is not required prior to holding a closed session for any of the following purposes:

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1. Consideration of a quasi-judicial matter between named parties as distinguished from a matter having a general effect on the public or a class or group; or
2. Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement, or when the board is planning or adopting the strategy or position to be taken during the course of collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiation or proceedings while in progress.

Cross Reference:

WSSDA Policy No. 1210, Annual Organizational Meeting, Election of Officers

WSSDA Policy No. 1400, Meeting Conduct, Order of Business and Quorum WSSDA

Policy No. 1410, Executive or Closed Sessions

Board Policy No. 1110, Number of Members, Qualifications, and Terms of Office

Board Policy No. 1114, Oath of Office

Legal References:

RCW 28A.330.010 Board president, vice president, or president pro-tempore, secretary RCW 28A.330.020 Certain Board Elections, manner and vote required – selection of personnel— manner

RCW 28A.330.050 Duties of superintendent as secretary of the Board

RCW 28A.330.070 Office of board – records available for public inspection

RCW 28A.343.380 Meetings

RCW 28A.400.030 Superintendent's duties

RCW 29A.60.270 Local officers - beginning of terms – organization of district board of directors

Chapter 42.30 RCW Open Public Meetings Act

RCW 42.30.110 Executive Sessions

RCW 42.30.140 Chapter Controlling – application

Adopted by the Board: October 26, 1992

Revised: 11/93; 8/23/93; 7/11/00; 11/27/01; 3/13/07; 2/12/08; 2/28/12; 8/28/12; 3/24/15; 5/11/15; 3/28/17