

Meetings, Public Notice, Quorum, and Public Comment

The Board will schedule its meetings 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 5:00 p.m. on the first Thursday and third Thursday of each month, except for the months of November, December, January, April, and July, in which only one regular meeting is held, unless otherwise determined by the presiding officer or a majority vote of the Board. An agenda of the business the Board will transact must be posted on the district website not less than twenty-four (24) hours in advance of the published start time of the meeting, unless the district does not have a website or employs fewer than ten full-time equivalent employees.

If the Board will hold regular meetings at places other than the Board Room, or if the Board adjourns to times other than a regular meeting time, the Board will provide notice of the meeting 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 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 unless the district 1) does not have a website, 2) employs fewer than ten full-time equivalent employees; or 3) does not have an employee whose job description or employment contract provides a duty to maintain or update the website.

The District must also prominently display the notice at the main entrance of the District's headquarters as well as at 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.

A Board member waives the written notice requirement if he or she:

1. Submits a written waiver of notice to the Board secretary at or prior to the time the meeting convenes. The waiver may be given by telegram, fax, or electronic mail, or
2. Is actually present at the time the meeting convenes.

The Board will not take final disposition on any matter other than those items stated in the 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.

Public Notice

The Board will give proper public notice 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.

All meetings will be open to the public with the exception of executive or closed sessions authorized by law. The Board will take final action resulting from executive session discussions 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.

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 and Voting

A quorum consists of the majority of all Board members. For this district, three Board members constitute a quorum. A quorum is required for the transaction of business, including voting.

The Board will take no action by secret ballot at any meeting required to be open to the public. Generally, the Board votes on motions and resolutions by "voice" vote, unless a Board member requests to vote by oral roll call, in which case the Board will do so. A motion passes when a majority of those Board members present and voting vote in favor. However, a majority vote of all Board members is required to elect or select a superintendent or Board officer and the Board must vote on these matters by an oral roll call. The Board will vote by an oral roll call whenever required by law. .

Meeting Conduct and Order of Business

The Board will conduct all Board meetings in a civil, orderly and business-like manner. The Board uses *Roberts Rules of Order (Revised)* as a guide, except when Board by-laws or policies supersede such rules. During Board meetings, Board members will refrain from communicating electronically (e.g., by e-mail, text, social media) with their fellow Board members.

The Board will use the agenda to establish its regular order of business. However, either the Superintendent or a Board member may request additions or changes to the prepared agenda and the Board may adopt a revised agenda or order of business by a majority vote of the Board members present. At a special meeting, the Board may take final action only on that business contained in the notice of the special meeting.

Public Attendance and Comment

Any member of the public may attend Board meetings, including individuals who do not live within district boundaries. The Board will not require people to sign in, complete questionnaires, or establish other conditions for attendance.

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 public comment, the Board will provide a period at the beginning of the meeting during which visitors may address the Board on any topic within the scope of the Board's responsibility. The Board may structure the public comment period, including determining the total time allotted for public comment and equally apportioning the minutes for each speaker. The Board is not obligated to provide additional public comment time to accommodate everyone in attendance who wishes to speak. Any structure the Board imposes will be content neutral.

The Board may require those who wish to speak (but not all attendees) to sign in so that the Board has a tally of individuals who wish to speak and can call them forward. When called forward, individuals will identify themselves and proceed to make comments within the time limits established by the Board.

The Board is not obligated to respond to questions or challenges made during to respond to questions or challenges made during the public comment period and the Board's silence will not signal agreement or endorsement of the speaker's remarks. The Board may control the time, place, and manner of public comment. The president may terminate an individual's statement when the allotted time has passed and may interrupt a speaker to require the same standard of civility that the Board imposes on itself.

Examples of uncivil comments include comments that:

- Are libelous or slanderous;
- Are an unwarranted invasion of privacy;
- Are obscene or indecent pursuant to the Federal Communications Act or any rule or regulation of the Federal Communications Commission;
- Violate school district policy or procedure related to harassment, intimidation, bullying, or discrimination;
- Incite an unlawful act on school premises or violate a lawful school regulation; or
- Create a material and substantial disruption of the orderly operation of the Board meeting.

The Board as a whole has the final decision in determining the appropriateness of all such rulings and can maintain order by removing those who are disruptive. However, the Board recognizes the distinction between uncivil discourse, which it will not tolerate, and comments about the Board, district and/or staff that are negative yet still civil in nature, and will exercise its authority to maintain order in a content neutral manner.

In addition to the public comment period at the beginning of the meeting, the Board will identify the agenda items that require or would benefit from opportunity for public comment and provide those opportunities as part of the meeting agenda before taking final action. Individuals or groups who wish to present to the Board on an agenda item are encouraged to request and schedule such presentations in advance. Opportunity for public comment – both oral and written – is required before the Board adopts or amends a policy that is not expressly or by implication authorized under state or federal law, but which will promote the education of k-12 students, or will promote the effective efficient, or safe management and operation of the District. Additionally, the Board will provide an opportunity for a representative of a firm eligible to bid on materials or services solicited by the Board to present about his or her firm.

Cross Reference:	Board Policy 1220 1410 1420	Board Officers and Duties of Board Members Executive or Closed Sessions Proposed Agenda and Consent Agenda
Legal Reference:	RCW 28A.330.020 28A.320.040 28A.330.070 28A.343.370 28A.343.380 28A.343.390 42.30.030 42.30.050 42.30.060 42.30.070 42.30.080 42 U.S.C. §§12101-12213	Certain board elections, manner and vote required Bylaws for Board and school government Office of board--Records available for public inspection Vacancies Meetings Quorum - Failure to attend meetings Meetings declared Open and Public Interruptions – Procedure Open Public Meetings Act - Voting by secret ballot prohibited Time and places for meetings – Emergencies-Exception Special Meetings Americans with Disabilities Act

Management Resources:

2018 – August 2018 2014 – June Issue 2013 – April Issue <i>Policy News</i> , June 2012 <i>Policy News</i> , June 2005	Special Meetings Requirements Special Meeting Notice Requirements
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Bremerton School District

Adopted:	9/3/98		
Revised:	03/06/03	02/05/04	08/17/06
	11/8/2012	1/2/2014	10/4/2018
Reviewed	7/9/2018		