

BOARD OF DIRECTORS

Meeting Conduct, Order of Business and Quorum

Open Meetings

The district must advertise all meetings, including study sessions and retreats, 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 1410), the special meeting will be called to order and recessed to an executive session. The purpose of the executive session will be announced at the meeting and recorded in the minutes (e.g., real estate matters, litigation, performance of a public employee).

Meeting Notices

All public notices of board meetings will inform persons with disabilities that they may contact the superintendent's office so that the district can arrange for them to participate in board meetings. 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 will be treated as a special meeting with proper notice to the press stating the time, place and purpose of the meeting.

For special meetings, a district is required to notify those newspapers and radio and television stations that have filed a request for such notification. The district must also provide written notice and a printed or electronic copy of the agenda to each school director twenty-four (24) hours prior to the meeting. Notice to a director is deemed waived if the director files a written notice of waiver with the board secretary before or at the time of the commencement of the meeting or by the director's actual attendance at the meeting.

The district must also post notice of the meeting on the district's website, the door of the main district offices, and the door at the location of the meeting if it is different from the district's offices.

At a special meeting, the Board may discuss items that were not on the original agenda, but the Board cannot take final action on any topics that were not identified on the original agenda. If the Board is to discuss an item in executive session in accordance with Policy 1410, 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) 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. The district

must post notice of such a recess and continuation at or near the door of the meeting room.
Notification to the press is not required.

Date: 1/29/1979; 1/18/1990; 1/19/1998; 3/8/2004; 9/24/07; 3/8/10; 6/26/17; 2/6/20.

PORT TOWNSEND SCHOOL DISTRICT NO. 50