

GRANITE FALLS SCHOOL DISTRICT

BOARD OF DIRECTORS

POLICY 9135: MEETING CONDUCT, AGENDA AND ORDER OF BUSINESS

Conduct

All meetings will be conducted in an orderly and businesslike manner using revised Robert's Rules of Order as a guide except when such rules are superseded by the Board, bylaws, or policies. The order of business will be indicated on 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.

The Superintendent will sit in on all board meetings to make recommendations, but is not allowed to vote on any of the issues. Outside of presentations, the Board will address the Superintendent with any concerns, questions or inquiries that occur during the meeting. If the board votes to approve a mandate, then it is the duty of the Superintendent to carry out that mandate.

The Board will vote under New Business, Unfinished Business, and for all items under the Consent Agenda. Any item that appears on the Consent Agenda may be removed, on request by a member of the board and approved by a board consensus, as the Consent Agenda is voted on by a single motion. At a special meeting, final action may be taken only on that business contained in the notice of the special meeting. All votes on motions and resolutions shall be by "voice" vote unless a roll call vote is requested by the Chairman or other members of the Board; provided that votes on the employment of a superintendent, the filling of a vacant position on the Board and the election of Board Officers shall be by roll call vote.

Agenda

The Superintendent/Secretary of the Board shall be responsible for preparing the agenda for each meeting in cooperation with the Board President. Copies of the agenda, minutes of the previous meeting, and relevant supplementary information (aka the "board packet") shall be delivered to each Board member the Friday prior to the Board meeting. The agenda and board packet will be made available at that time to any interested citizen on the district website or at the Superintendent's Office. Approved minutes from the previous meeting will be posted online the day after the board meeting they were approved for public review. Any person making a request shall be sent a copy of the agenda or items from the board packet by mail, email, or fax prior to each meeting."

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 provides a section on a regular board meeting agenda titled, "Items from the Floor," in which visitors may comment or present to the Board. Items from the Floor, as a whole, will not exceed 20 minutes in length as an agenda item. If possible, such presentations should be scheduled in advance by contacting the Superintendent's office.

Individuals wishing to be heard by the Board will first be recognized by the President. The Board will allow these individuals, after identifying themselves, to express any concerns, inquires, or comments which will not exceed 5 minutes. However, a group of community members sharing the same opinion wishing to comment or present at a board meeting are asked to contact the Superintendent's Office one week prior to a Board Meeting and these members are encouraged to work with staff to ensure a presentation does not exceed more than 10 minutes. The Board requires that such participants be either residents or employees of the District or the designee of such residents or employees. The Board President may interrupt or terminate an individual or group's statement when it is too lengthy,

personally directed (personnel complaints or evaluations are prohibited), abusive, obscene, irrelevant or concerning a legal matter.

The School Board members will not engage in direct conversation during a meeting, however, the Board members may ask clarifying questions regarding the subject matter exclusively. The board, as a whole, has the final decision in determining the appropriateness of all such rulings and in determining the appropriate response (to those addressing the board) by communicating this with the Superintendent.

If a member of the public has a formal complaint of the district, such matters may come before the board through the district's complaint process, with the final appeal to the board. Members of the public do not have legal right to place matters on the board agenda. In essence, Board action and discussion is limited to previously published agenda topics. This limitation is based on the legal requirements set forth in RCW 42.30.

The board members will work with the President and the Superintendent to place matters of concern on the agenda prior to the dissemination of the board packet. This provides for full preparation of agenda items at the board meeting. Similarly, the Board President and the Superintendent should be reasonably responsive to requests from board members for agenda items.

The Board will address the Superintendent with any concerns, questions or inquiries regarding the agenda. If during a board meeting, a board member wishes to have something addressed on the agenda that the Board President and Superintendent have not included, the board member may move under parliamentary procedure to have the agenda amended to include the issue. If a majority of those present agree, the agenda is amended to address the board member's concern.

Order of Business

The agenda normally will follow this order of business:

1. Opening/Call to Order
2. Items From the Floor
3. Recognition/Communications
 - a. Board Comments
4. District Reports
 - a. Superintendent Report
5. Unfinished Business
6. New Business
7. Consent Agenda
 - a. Minutes
 - b. Personnel
 - c. Payroll/Accounts Payable
8. Closing/Adjournment
9. Executive Session

Legal reference	RCW 28A.58.110	Directors—bylaws
	28A.59.040	Certain board election--manner and vote
	RCW 28A.400.030	Superintendent Duties

Cross Reference Policy 9130, 9136, 9138, 9140

ADOPTED: MARCH 8, 1990

AMENDED: APRIL 27, 2000

AMENDED: JANUARY 20, 2010

AMENDED: SEPTEMBER 5, 2012

AMENDED: MAY 7, 2014