

## Meeting Conduct, Order of Business and Quorum

### Meetings

Board meetings will be scheduled in compliance with the law and as deemed by the Board to be in the best interests of ESD 112 and community. The Board will function through 1) regular meetings, 2) special meetings, and 3) emergency meetings.

### Regular Meetings

Regular meetings shall generally be held each month on the Tuesday immediately preceding the last Thursday of each month, or at other times and places as determined by a majority vote of the Board. All meetings will be held at 3 pm in the Board Room at ESD 112, or at such other time and location as may be designated. If regular meetings are to be held at places other than at the time and location state above, 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.

### Special Meetings

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 purpose of the meeting, 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 and television station that has filed a written request for such notices. Final disposition shall not be taken 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.

*Legal References:* RCW 28A.310.200(2) ESD board - Powers and duties - Rules.  
RCW 42.30.080 Special meetings.

Adoption Date: **3-6-75**

Revised Dates: **2-19-79; 9-23-76; 1-21-82; 2-22-83; 2-26-85; 3-29-88; 3-26-91; 2-25-97; 6-26-01; 10-27-09; 4-25-17**

Renumbered: **102.4 to 1400 4-25-17**