

## **Conducting Meetings**

### **Quorum**

Four (4) Board members shall be considered a quorum for the transaction of business. In the event a quorum does not exist by 3:30 pm, the meeting may be canceled.

### **Meeting Conduct and Order of Business**

All Board meetings will be conducted in an orderly and business-like manner using *Roberts Rules of Order (Revised)* as a guide, except when such rules are superseded by Board bylaws or policies.

The order of business will be that indicated in 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 Board shall establish its regular order of business, but may elect to change the order by a majority vote of the members. Any member of the Board may make or second motions for action of the Board.

A motion to reconsider may be made by a member who voted with the majority, provided that said motion is made at the same session or at the next regular meeting.

All votes on motions and resolutions shall be by "voice" vote unless a member of the Board requests an oral roll call vote. No action shall be taken by secret ballot at any meeting required to be open to the public. An oral roll-call vote of all members of the Board is required for the election of Board officers, filling a vacancy on the Board, or for the selection of the Superintendent, and a majority vote of all the members of the Board is required for any person to be elected or selected for such positions.

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

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 1420 4-25-17**