
Board meetings will be scheduled 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.

Public notice shall be properly given 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 District's Board room.

Regular meetings shall be held at 7 p.m. on the second and fourth Wednesdays of each month in the District's Board room or at other times and places as determined by the presiding officer or by majority vote of the Board. If regular meetings are to be held at places other than the District's Board room or to be called to order at times other than a regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. All regular meetings of the Board shall be held within the District boundaries. A regular meeting does not require a public notice if held at the time and place provided by Board policy. When a regular meeting date falls on a legal holiday, the Board may reschedule the regular meeting with proper public notice or cancel the scheduled meeting with proper public notice.

A special meeting may be called at any time by the presiding officer or by a majority of the members of the governing body by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the governing body. Written notice shall be deemed waived as allowed by law. Written notice shall also be sent not less than twenty-four (24) hours prior to the meeting to each newspaper and radio or television station that has filed a written request for such notices, and posted on the District website. Final disposition shall not be taken on any matter other than those items stated in the meeting notice.

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, nonrenewal, or discipline of an employee) unless the employee requests a public meeting; hearing regarding suspension or expulsion of a student, unless the student requests a public meeting; 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.

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.

All meetings shall be open to the public with the exception of executive sessions or as otherwise authorized by law. Final action resulting from executive session discussions will be taken during a meeting open to the public as required by law.

During the interim between meetings, the office of the superintendent, as Board secretary, shall be the office of the Board. The District's public records shall be open for inspection in the manner provided by and subject to the limitation of the law.

Quorum

Three Board members shall be considered as constituting a quorum for the transaction of business.

Meeting Conduct

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.

All votes on motions and resolutions shall be by "voice" vote unless an oral roll call vote is requested by a member of the Board. No action shall be taken by secret ballot at any meeting required to be open to the public.

Audience Participation

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 will provide a period at the beginning of the meeting during which visitors may make formal presentations. Such presentations should be scheduled in advance.

The Board will also allow individuals to express an opinion prior to Board action on agenda items the Board determines require or will benefit from public comment. Written and oral comment will be accepted by the Board before the adoption or amendment of policies not expressly or by implication authorized by state or federal law, but which will promote the education of kindergarten through twelfth grade students in public schools or will promote the effective, efficient or safe management and operation of the District. Individuals wishing to be heard by the Board shall first be recognized by the president. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. Any representative of a firm eligible to bid on materials or services solicited by the Board shall also be entitled to express an opinion. Beyond the generally accepted expectation of three (3) minutes per speaker for public input, the president may interrupt or terminate an individual's statement when it becomes too lengthy, personally directed, abusive, obscene or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

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 arrangements for the modification can be made.

Minutes

In addition to the recording and subsequent podcasting of all Board meetings, the secretary of the Board, shall keep minutes of all Board meetings. Minutes become official after approval by the Board and shall be retained as a permanent record of the District. Minutes shall be comprehensive and shall show:

- A. The date, time and place of the meeting.
- B. The presiding officer.
- C. Members in attendance.
- D. Items discussed during the meeting and the results of any voting that may have occurred.
- E. Action to recess for executive session with a general statement of the purpose.
- F. Time of adjournment.
- G. Signature of presiding officer and date minutes approved.

Recorded discussions such as the podcast shall be maintained on file as follows:

- If the recording is transcribed *verbatim* (word for word), the recording may be destroyed after one (1) year.
- If the recording is only used as a reference to create written minutes, the recording must be retained for six (6) years.

Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting of the Board and shall also be available to other interested citizens. Minutes need not be read publicly, provided that members have had an opportunity to review them before adoption.

A file of permanent minutes of all Board meetings will be maintained in the office of the Board secretary for a minimum of ten years and subsequently transferred to Washington State Archives for permanent retention.

Legal References:

- RCW 28A.343.390 Directors — Quorum — Failure to attend meetings
- RCW 28A.320 Provisions applicable to all districts
- RCW 28A.330.100 Additional powers of the Board
- RCW 28A.330.030 Duties of president
- RCW 28A.320.040 Directors — Bylaws
- RCW 28A.330.070 Office of Board — Records available for public inspection
- RCW 28A.343.380 Directors — Meetings
- RCW 28A.343.390 Directors — Quorum — Failure to attend meetings may result in
vacation of office
- RCW 42.30 Open Public Meetings Act
- RCW 42.30.060 Open Public Meetings — Voting by secret ballot prohibited
- Ch.42 U.S.C. §§ 12101-12213, Americans with Disabilities Act

November, 2015 – Adoption

OGP-2
EXECUTIVE OR CLOSED SESSION

Before convening in executive session, the Board President shall publicly announce the general purpose for excluding the public from the meeting place and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the Board President.

An executive session may be conducted for one or more of the following purposes:

- A. To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
- B. To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price; however, the final action of selling or leasing public property shall be taken in a meeting open to the public;
- C. To review negotiations on the performance of publicly-bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;
- D. To receive and evaluate complaints or charges brought against a director or staff member; however, upon the request of such director or staff member, a public hearing or a meeting open to the public shall be conducted on such complaint or charge;
- E. To evaluate the qualifications of an applicant for public employment or to review the performance of a staff member; however, discussion of salaries, wages, and other conditions of employment to be generally applied within the District shall occur in a meeting open to the public, and when the Board elects to take the final action of hiring, setting the salary of an individual staff member or class of staff members, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;
- F. To evaluate the qualifications of a candidate for appointment to the Board; however, any interview of such candidate and final action appointing a candidate to the Board shall be in a meeting open to the public; or
- G. To discuss with legal counsel representing the District matters relating to District enforcement actions, or litigation or potential litigation to which the District, the Board, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the District. Potential litigation means matters protected by attorney-client privilege related to litigation that has been specifically threatened; litigation that the District reasonably believes may be commenced; or the litigation or legal risks of a proposed action or current practice of the District, if public discussion is likely to result in an adverse or financial consequence to the District.

The Open Public Meetings Act does not apply to certain Board activities and public notice is not required prior to holding a closed session for any of the following purposes:

- A. Consideration of a quasi-judicial matter between named parties as distinguished from a matter having a general effect on the public or a class or group; or
- B. Collective bargaining sessions with employee organizations or professional negotiations with an employee, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement, or when the Board is planning or adopting the strategy or position to be taken during the course of collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress while in progress.

Legal References:

RCW 42.30.110 Executive sessions
RCW 42.30.140 Chapter controlling — Application

November, 2015 – Adoption

OGP-3
ABSENCE OF A BOARD DIRECTOR

Whenever possible each Board director shall give advance notice to the president or superintendent of his/her inability to attend a Board meeting. A majority of the Board may excuse a Board director's absence from a meeting if the absence is for reasons other than illness or active or training military duty, and if requested to do so.

The Board may declare a Board director's position vacant after four (4) consecutive unexcused absences from regular Board meetings.

If a Board director is on active duty or training status with the military, the Board shall grant an extended leave of absence to cover the period of service or training. The extended leave of absence may not have the effect of extending the Board director's term. The Board also has the authority to appoint a temporary successor to the absent Board director's position. The temporary successor shall serve until the Board director returns or the end of the Board director's term.

Legal Reference:

RCW 28A.343.390 Directors — Quorum — Failure to attend meetings
RCW 73.16.041 Leaves of absence of elective and judicial officers

November, 2015 – Adoption

The superintendent as Board secretary shall be responsible for:

- A. Maintaining an accurate and complete record of all Board proceedings;
- B. Taking charge of the Board's books and documents;
- C. Drawing and signing all warrants authorized by the Board;
- D. Sending out notices of meetings and other relevant communications to Board members and the public;
- E. Preparing agendas and supplementary documents as authorized by the Board;
- F. Submitting required reports to the Educational Service District (ESD) and to state and national agencies;
- G. Authorizing the investment of District surplus funds by the county treasurer; and
- H. Carrying out other duties as directed by the Board and required by law.

Legal Reference:

RCW 28A.400.030 Superintendent's duties

November, 2015 – Adoption

It is the responsibility of the Board of Directors to establish the boundaries of the internal director Districts of the school District, and to redistrict the director districts as necessary.

The Board of Directors, with the assistance of the administration, the Educational Service District and the State Redistricting Commission, shall develop a plan of proposed director districts within eight months of any of the following events:

1. Receipt of federal decennial census data;
2. Consolidation of the District with one or more other Districts;
3. Transfer of territory to or from the District;
4. Annexation of territory to or from the District; or
5. Approval by a majority of the District's voters of a proposal to divide the District into director districts.

Legal References:

RCW 29A.76.010 Redistricting by counties, municipal corporations, and special purpose Districts

RCW 28A.343.030 Directors' Districts in certain school Districts — Election to authorize division in school Districts not already divided into director Districts

RCW 28A.343.040 Division or redivision of District into director districts

RCW 28A.343.050 Dissolution of directors' districts

RCW 28A.315.195 Transfer of territory by petition — Requirements — Rules — Costs

November, 2015 – Adoption

Director Districts Reconfiguration

When reconfiguring director districts, the newly established director districts shall meet the following criteria:

The districts shall be as nearly as possible equal in population;

The districts shall be as compact as possible and consist of geographically contiguous area;

The districts shall not favor or disfavor any racial group or political party; and

The districts shall as much as possible coincide with natural boundaries and existing communities.

At least one week before the Board of Directors considers adoption of the plan of director districts, the Board shall hold a public hearing on the plan.

Within thirty days of adoption of the plan of director districts the legal descriptions and maps depicting the director districts shall be submitted to the county auditor. If the plan is submitted after the fourth Monday in June of an odd-numbered year, the plan will not take effect until the following year.

Any registered voter in the District may challenge the plan within 45 days of its adoption by requesting the superior court review the plan for compliance with the four criteria listed above.

Director District Descriptions

As provided by the Washington Education Code (RCW), the Board of Directors is composed of five members and exercises all powers, duties, responsibilities and obligations given to it by law.

The Issaquah School District is located within Townships 23 and 24; Ranges 5, 6, and 7. Sections within these Townships and Ranges are indicated in locating boundaries below.

Directors are elected from five Director districts as follows:

Director District #1

Starting at the intersection of Coal Creek and May Valley Rd. Southeast on May Valley Rd to Renton Issaquah Rd. Northeast on Renton Issaquah Rd to southern border of ISS 41-3559. East and north following border of ISS 41-3559 to southern border of ISS 05-3138. East and north following border of ISS 05-3138 to Newport Way. Northwest and westerly on Newport Way to Renton Rd. Northerly on Renton Rd to I-90. Northwest on I-90 to Tibbets Creek. North and northwest through Tibbets Creek to Lake Sammamish. Northwesterly through Lake Sammamish to school district boundary. Counterclockwise following school district boundary to the western crossing of Coal Creek. Southeasterly through Coal Creek to the point of the beginning.

Director District #2

Starting at the intersection of Coal Creek and May Valley Rd. Southeast on May Valley Rd to Renton Issaquah Rd. Northeast on Renton Issaquah Rd to southern border of ISS 41-3559. East following border of ISS 41-3559 to western border of ISS 05-2929. South, east, and north following border of ISS 41-2929 to Issaquah Creek. Southerly through Issaquah Creek to SE 156th St. East on SE 156th St to Cedar Grove Rd. Southwest on Cedar Grove Rd to school district boundary. Clockwise following school district boundary to Coal Creek. Southeasterly through Coal Creek to the point of the beginning.

Director District #3

Starting at the intersection of 24th St and 244th Ave. South on 244th Ave to 32nd St. West on 32nd St to 241st Ave. South on 241st Ave to 37th Pl. East on 37th Pl to 242nd Ave. South on 242nd Ave to 40th Pl. East on 40th Pl to 245th Ave. Southeast on 245th Ave to Klahanie Blvd. Southerly Klahanie Blvd to 244th Pl. Southeast on 244th Pl to 43rd Pl. Southeast on 43rd Pl to 246th Ave. Southeast on 246th Ave to 247th Pl. South on 247th Pl to Issaquah Fall City Rd. Northeast on Issaquah Fall City Rd to school district boundary. Counterclockwise following school district boundary to extension of 24th St. East on 24th St to the point of the beginning.

Director District #4

Starting at the intersection of Cedar Grove Rd and SE 156th St. West on 156th St to Issaquah Creek. Northerly through Issaquah Creek to eastern boundary of ISS 05-2929. Southwest and north following boundary of ISS 05-2929 to eastern border of ISS 05-3559. North following border of ISS 41-3559 to northern border of ISS 05-2461. East following border of ISS 05-2461 to Sunset Way. East on Sunset Way to 2nd Ave. North on 2nd Ave to I-90. Northeast on I-90 to Front St. North on Front St to Issaquah Fall City Rd. Northeast on Issaquah Fall City Rd to school district boundary. Clockwise following school district boundary to southern crossing of Cedar Grove Rd. Northerly on Cedar Grove Rd to the point of the beginning.

Director District #5

Starting at the intersection of 24th St and 244th Ave. South on 244th Ave to 32nd St. West on 32nd St to 241st Ave. South on 241st Ave to 37th Pl. East on 37th Pl to 242nd Ave. South on 242nd Ave to 40th Pl. East on 40th Pl to 245th Ave. Southeast on 245th Ave to Klahanie Blvd. Southerly Klahanie Blvd to 244th Pl. Southeast on 244th Pl to 43rd Pl. Southeast on 43rd Pl to 246th Ave. Southeast on 246th Ave to 247th Pl. South on 247th Pl to Issaquah Fall City Rd. Southwest on Issaquah Fall City Rd to Front St. South on Front St to I-90. Southeast on I-90 to extension of 2nd Ave. South on 2nd Ave to Sunset Way. West on Sunset Way to southern border of ISS 05-2806. West, north, and east following border of ISS 05-2806 to eastern border of ISS 05-3138. North following border of ISS 05-3138 to Newport Way. Newport Way to Renton Rd. Northerly on Renton Rd to I-90. Northwest on I-90 to Tibbets Creek. North and northwest through Tibbets Creek to Lake Sammamish. Northwesterly through Lake Sammamish to the extension of 24th St. East on 24th St to the point of the beginning.

Dissolution of Director Districts:

If the District desires to dissolve director districts and create a combination of director districts and at large districts, the Issaquah Board of Directors will submit a resolution adopted by the Board or a petition signed by 20% of the registered voters to the Educational Service District. The resolution or petition will request dissolution of the existing director districts. If the ballot measure is approved the Board will reconfigure the existing districts to consist of three director districts and two at large districts. As the current Board members terms expire their successors will be elected according to the approved redistricting.

Transfer of District Property

The Board will submit a written notice of intent to transfer property to the effected school director district(s). The written notice of intent to transfer will include a request that the effected district(s) respond in writing acknowledging receipt of the notice, and explaining their position regarding the proposed transfer.

The Board will submit written notice of the intent to transfer property to all registered voters residing in the area proposed to be transferred. The notice must include date, time and place of a public hearing at which the voters can comment on the proposed transfer of property.

The Board will compile and review responses from the effected school District(s) and all comments received from members of the public regarding the transfer prior to signing the formal Board petition requesting the transfer.

The Board of Directors will mediate with the affected District(s) in good faith and comply with the transfer procedures outline in 28A.315.195 through 28A.315.215.

November, 2015 – Adoption

Board elections shall be held on the Tuesday following the first Monday in November of odd-numbered years.

A person is legally qualified to become a Board member who is a United States citizen, and a qualified voter resident in the school District and appropriate director district.

A person may become a candidate for a place on the Board by filing a declaration of candidacy with the county auditor during the May filing period as prescribed by law. In the event that there are more than two candidates for any position on the Board, a primary election shall be held in the manner prescribed by law. The two candidates receiving the greatest number of votes will appear on the election ballot in November.

In the event a school director position becomes vacant or a void in candidacy for a school director position occurs before the regular filing period begins, the candidates will go through the May filing period as proscribed in law. If the vacancy occurs after the filing period starts but before the eleventh Tuesday prior to the primary election, the county auditor shall establish a special three day filing period.

In the event a school director position becomes vacant or a void in candidacy for a school director position occurs after the eleventh Tuesday before the primary election, but before the eleventh Tuesday before the general election, then the county auditor shall establish a special three day filing period. In such a case, regardless of the number of candidates, there will be no primary, and the winner of the position will be the candidate receiving a plurality of the votes cast.

In the event a school director position becomes vacant or a void in candidacy for a school director position occurs after the eleventh Tuesday before the general election, the scheduled election is lapsed, the election deemed stricken from the ballot, no write-in votes counted and no candidate certified as elected. If an incumbent school director is serving in this instance, the director's service on the Board will continue until the next school Board election or until the director resigns. If no director is currently serving, the position will be filled by the Board consistent with the Board's policy on filling vacancies.

Candidate Orientation

Candidates for appointment or election to the Board shall be urged to attend public meetings of the Board. All public information about the school system shall be made available to them.

Additionally, the Board directs the superintendent to cooperate impartially with all candidates in providing them with information about school governance, Board operations and school programs. Information to Board candidates may include;

- A. Notifying the candidate of open meetings of the Board, accompanied with an agenda;
- B. Meeting with the candidate to provide background information on the school system and Board service and/or arranging such other candidate orientation sessions as the candidate may reasonably request;

- C. Providing each candidate with access to publications of the District, materials from the Washington State School Directors' Association, the official minutes of Board meetings and the District Regulations manual;
- D. Reviewing the District budget and related fiscal documents; and
- E. Providing each candidate with information regarding the Public Disclosure Act.

Legal References:

RCW 28A.323.040 Joint school districts — Designation of county to which joint school district belongs
RCW 28A.343.300 Directors — Terms — Numbers
RCW 28A.343.320 Directors — Declarations of candidacy— Positions as separate offices
RCW 28A.343.330 Directors — Ballots — Form
RCW 28A.343.340 Directors — When elected — Eligibility
RCW 29A.04.151 Residence
RCW 29A.24.181 Reopening of filing —After eleventh Tuesday before primary
RCW 29A.24.191 Scheduled election lapses, when
RCW 29A.52.210 Local primaries
RCW 42.12.010 Causes of vacancy

November, 2015 – Adoption

The Board will help newly-elected or appointed directors to understand the policies and procedures of the Board and Administrative Regulations of the District. To facilitate this process, new directors will be provided with:

- Board Policies, and District Administrative Regulations;
- WSSDA publications (e.g., Open Public Meetings, Conflict of Interest, Parliamentary Procedure);
- Training on Policy Governance model of governing;
- Ends for the school District and strategic plan, if developed;
- Student rights, responsibilities and conduct;
- District staff handbook;
- Student and staff handbooks from individual schools;
- Collective bargaining agreements;
- District budget;
- Financial status reports (most recent copies);
- Board minutes (past year);
- Achievement test results and relevant data for evaluating student learning; and
- Staff member job descriptions and a staff organizational chart.

The Board chair or a designee and the superintendent will assist each new director in the review of these materials and will review the role and function of the various administrators employed by the District, which shall include in person meetings with cabinet level staff members. The orientation will include, as per District Regulation, how to: (1) arrange for visits of school or administrative offices; (2) request information regarding school operations; (3) respond to a complaint concerning staff or program; and (4) handle confidential information.

Directors will be encouraged to attend meetings, workshops and conferences to increase their knowledge and competencies.

November, 2015 – Adoption

OGP-9
OATH OF OFFICE

According to statutory provision, each new director shall take an oath or affirmation to support the constitutions of the United States and the state of Washington and to promote the interests of education and to faithfully discharge the duties of his/her office to the best of his/her ability. A school district officer or notary public authorized to administer oaths must certify to this oath and the signature of the member. After properly completed, the oath of office shall be filed with the county auditor.

Legal Reference:

RCW 28A.343.360 Oath of office

November, 2015 – Adoption

OGP-10
BOARD MEMBER RESIDENCY AND RESIGNATION

Residency

A school director must remain a resident of the school District to be eligible to continue to serve as a school Board member. If a director's residence changes to a place outside the District, the director must resign immediately and his/her eligibility to serve ends with the change of residence.

A director is required to live within a specific director area of the District in order to be elected or appointed to the school Board. A director elected from a director district may continue to serve as a director from the District even though the director no longer resides in the director district, but continues to reside in the District, under the following conditions: (a) If the change in residency occurs after the opening of the regular filing period, in the year two years after the director was elected to office, the director shall remain in office for the remainder of his or her term of office; or (b) if the change in residency occurs prior to the opening of the regular filing period, in the year two years after the director was elected to office, the director shall remain in office until a successor assumes office who has been elected to serve the remainder of the unexpired term of office at the District general election held in that year.

If a director's director area boundaries are redrawn during his/her term of office, the director may serve out the term he/she was elected to.

Resignation

Upon receipt of a director's written resignation, the Board shall discuss the resignation at its next regularly scheduled meeting. The Board shall then acknowledge and announce the resignation.

The resignation shall be effective immediately unless otherwise stated. If a future date is stated, the resignation may be rescinded prior to the effective date.

Legal References:

- RCW 28A.343.340 Directors — When elected — Eligibility
- RCW 28A.343.350 Residency
- RCW 29A.04.151 Residence
- RCW 29A.76.010 Redistricting by counties, municipal corporations, and special purpose districts
- RCW 42.12.010 Causes of Vacancy
- AGO 1975 No. 8 Vacancy upon voluntary change of residence out of director district
(note modification by 1999 amendment codified as RCW 28A.343.350)

November, 2015 – Adoption

In case of a Board vacancy, the remaining Board directors shall fill such vacancy by appointment. The Board will solicit applications of individuals seeking to fill the position after suitable public notice. The Board will appoint one of the candidates to serve until the next regularly scheduled Board election, at which time a director shall be elected for the unexpired term, if any.

The appointment shall be approved, by roll call vote, by not less than three directors of the Board. If there exists fewer than three directors, the Educational Service District Board members shall appoint a sufficient number to constitute a legal majority of the Board. Should the Board fail to fill a vacancy within ninety (90) days from the creation of such vacancy, the Educational Service District Board members shall fill such vacancy. Appointees shall be United States citizens and qualified voters resident in the school District and appropriate director district.

When a vacancy occurs on the Board, it is in the best interest of the District to encourage as many able citizens as possible to consider becoming a school district director. To that end the following procedures shall be used to identify and appoint citizens to fill Board vacancies:

- A. Announcement of the vacancy and the procedure for filling it shall be made on the District website as well as other general District publications to patrons.
- B. All citizens shall be invited to nominate candidates for the position provided that the nominees shall be registered voters who reside in the director district in which the vacancy occurs.
- C. The Board secretary shall notify all nominees by sending them a summary of director responsibilities and soliciting from them a biographical sketch as well as a statement about their interest in being a Board member. Upon their request, the Board secretary shall provide nominees with orientation information.
- D. The Board shall screen the nominees.
 1. If there are more than five, it shall select for interviews the five whose prior experience and expressed interest suggest that they will be most able to contribute breadth of view to the Board's deliberations as well as effectively represent a large segment of the community.
 2. Possible topics to discuss during the interview are:
 - a. Review the WSSDA Code of Governance with the group of Board nominees.
 - b. Give a brief biographical sketch of self: training, interests, experience on policy Boards, community and/or school activities, etc.
 - c. Describe the major strengths of the District.
 - d. Describe the major shortcomings of the District.
 - e. Describe how your experience, training and interest can contribute to the improvement of the District.
 - f. Identify any commitments which might prevent you from attending regularly scheduled meetings, participation in workshops, reviewing study materials, etc.
 - g. Allow the nominee an opportunity to ask any questions.

- E. The Board shall appoint the nominee who in the judgment of at least three directors of the Board is most likely to contribute to the growth and development of the District's educational programs and operations.
- F. The Board secretary shall prepare for the signatures of all Board Directors a single letter thanking all nominees for the position and commending them for their interest in the District.

Legal References:

RCW 28A.310.030 ESD Board

RCW 28A.343.370 Directors--Filling vacancies

RCW 8A.330.020 Certain Board elections, manner and vote required

RCW 42.30.110 Board member interviews in open public session

November, 2015 – Adoption

OGP-12

ANNUAL ORGANIZATIONAL MEETING, ELECTION OF OFFICERS

At the first regular meeting at which newly elected Board members are seated in election years and at the first regular meeting in December in non-election years, the Board shall elect from among its members a president to serve a one-year term.

Officers shall not be elected following the appointment of a director to fill a vacancy on the Board unless a majority of the Board is appointed. If a Board member is unable to continue to serve as an officer, a replacement shall be elected immediately. The superintendent shall act as Board secretary. In order to provide a record of the proceedings of each meeting of the Board, the superintendent shall appoint a recording secretary of the Board.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

- A. Welcome and introduction of newly elected Board members by the president.
- B. Call for nominations for president to serve during the ensuing year.
- C. Election of a president (roll call vote).
- D. Assumption of office by the new president.

Governance Policies and Operating Governance Policies shall continue from year to year and Board to Board until and unless the Board changes them by formal Board action.

Legal References:

- RCW 28A.330.010 Board president, vice-president — Secretary
RCW 28A.330.020 Certain Board elections, manner and vote required Selection of personnel, manner
RCW 28A.330.050 Duties of superintendent as secretary
RCW 28A.400.030 Superintendent Duties
RCW 29A.20.040 Local elected officials, commencement of term of office

November, 2015 – Adoption