

**OLYMPIC ESD 114 BOARD POLICY**  
**BOARD MEETINGS – REGULAR, SPECIAL, AND EMERGENCY**

**POLICY 1400**

The Olympic ESD 114 (OESD) Board of Directors (Board) will function through regular meetings, special meetings and emergency meetings. The Board shall schedule its meetings in compliance with the law and as deemed by the Board to be in the best interests of OESD and the community.

All meetings will be open to the public except executive sessions. Individuals with disabilities who may need accommodation to attend and/or participate in a meeting should contact the Superintendent's office no later than three days prior to a regular meeting and as soon as possible prior to a special meeting so that proper arrangements can be made.

**Regular Board Meetings**

Regular meetings of the Board will be held at noon on the third Thursday of each month. No regular meetings are scheduled in July and December. The location of the meetings will be at the OESD headquarters located at 105 National Avenue North, Bremerton, Washington.

If the location date, or time of the Board meeting is changed, notices will be posted on the OESD website.

The Board meeting agenda will be posted on the OESD website not less than twenty-four (24) hours in advance of the designated date and start time of the meeting.

All regular meetings of the Board will be held within the OESD region.

**Special Board Meetings**

Special meetings may be called by the Chairperson or at the request of a majority of the Board members. A written notice of a special meeting, stating the time and place of the special meeting and the purpose of the meeting, will be delivered to each Board member. Written notice will also be sent to each newspaper, radio and television station that has filed a written request for such notices. The notice will also be posted on OESD's website and at the location of the meeting if the meeting is held at a location other than the headquarters.

All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting.

Final disposition will not be taken on any matter other than those items stated in the meeting notice.

**Emergency Board Meetings**

In the event of an emergency, or the likelihood of such an emergency, involving possible personal injury or property damage, where the giving of public notice, as for special meetings, is impractical and would increase the likelihood of the threatened injury or damage, the Board may meet immediately and take official action without prior notification.

**Legal Reference:**

RCW 28A.310.200 – ESD Board – Powers and duties –  
Rules

RCW 42.30 Open Public Meetings Act

Date Adopted: October 20, 1988

Revised: March 15, 2007, September 20, 2012

Renumbered: January 21, 2016, From 1140

Revised: March 21, 2019