

OLYMPIC ESD 114 ADMINISTRATIVE PROCEDURES

BOARD MEETINGS – REGULAR, SPECIAL, AND EMERGENCY

1400P

The Olympic ESD 114 (OESD) Board of Directors (Board) will operate according to the following procedures:

1. Parliamentary Procedure - All meetings will be conducted according to Roberts Rules of Order.
2. Quorum - A majority of the Board constitutes a quorum.
3. Voting - All votes on motions and resolutions will be by "voice" vote. A roll call vote on any action may be taken at the request of the presiding Board member.
4. Agenda - An agenda for regular meetings will be prepared by the Superintendent and provided to members of the Board no later than four (4) days prior to the meeting. A copy of minutes of the previous meeting will be included.
 - a. Call to Order/Pledge of Allegiance
 - b. Roll Call of Members and Guests
 - c. Approval of Agenda
 - d. Minutes
 - e. Communications and Announcements
 - f. Administrative Reports
 - g. Business
 - h. Other Business, Announcements and Informational Items
 - i. Vouchers and Payroll
 - j. Personnel
 - k. Adjournment
5. Communications (Written and Oral) - All individuals (including employees) are encouraged to discuss matters relating to OESD with the Superintendent or his/her designee prior to bringing the matter to the attention of the Board.

The Board will hear written and oral communications from individuals and employees as an order of business at regular meetings. The speaker should address the chairperson and give his/her name and the name of the organization he/she represents, if any. The presentation of his/her topic should be brief and should be limited at the discretion of the Board chairperson.

After appropriate communications have been received and persons heard, the Board will proceed with the business of the meeting without further communication or participation by audience except as requested by the Board Chairperson.

March 21, 2019