

# Chehalis School District Board Meetings

## What is a school board meeting?

School board meetings are formal business meetings held with a public audience where items are voted upon by the entire board for approval.

*Meetings are held in public so audience members can observe them conducting business.*

## Public participation

The Open Public Meetings Act guarantees the public an opportunity to observe their elected representatives as they consider and make decisions. It does not give the public a right to speak at meetings. However, most school boards do allow members of the public to comment on agenda items at some point during their meetings.

## How do I share with the board?

Public Comment at a board meeting, by email, or by mail.  
(csdbosard@chehalisschools.org or U.S. Mail 310 SW 16th Street Chehalis, WA 98532)

## How do I make public comment at a board meeting?

1. Sign in and fill out a comment card at the door.
2. At the designated time, the board president will call upon each person and ask them to speak from the podium using the microphone.
3. Speakers are to limit comments to three minutes.
4. The board will not respond directly to comments, but will take them under advisement.
5. Comments may be directed toward programs and school operations, but may not concern complaints about school personnel.

## What is a Consent Agenda?

To expedite business at a school board meeting, the board approves the use of a consent agenda which includes those items considered to be routine in nature. The consent agenda will appear on the regular agenda following the approval of minutes of the previous meeting(s).

Any item which appears on the consent agenda may be removed on request by a member of the board and placed on the regular agenda. The remaining items on the consent agenda will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

## How is a board policy adopted?

In the case of policies, the board must acknowledge receipt of recommended changes at one meeting (first reading), and then approve the changes at a subsequent regular board meeting (second reading).

## What does a typical board agenda contain?

*Following Robert's Rules of Order:*

- |                   |                    |                    |
|-------------------|--------------------|--------------------|
| 1. Call to order  | 5. Approve minutes | 9. Donations       |
| 2. Flag salute,   | 6. Reports         | 10. Board Comments |
| 3. Welcome        | 7. Consent agenda  | 11. Announcements  |
| 4. Public Comment | 8. New Business    | 12. Adjournment    |