



**Sumner School District**  
*...a great place to learn!*

**By-Laws**

**\*Legal Status and Operation** **1100**

The board of directors of the Sumner School District is the corporate entity established by the State of Washington to plan and direct all aspects of the district's operations to the end that students shall have ample opportunity to achieve their individual and collective learning needs.

The policies of the board define the organization of the board and the manner of conducting its official business. The board's operating policies are those that the board adopts from time to time to facilitate the performance of its responsibilities. (RCW 28.A.320.010; 28A.150.230)

**\*Number of Members and Terms of Office** **1102**

The board shall consist of five members, elected by ballot by the registered voters of the district. Except as otherwise provided by law, board members shall hold office for terms of four years and until their successors are elected and qualified. Terms of board members shall be staggered as provided by law.

Newly-elected officials shall take office as soon as the election results have been certified by the county auditor and the newly-elected director has taken and subscribed to an oath of office.

The person elected to the position shall begin his/her term of office at the first official meeting following certification of the election results. (RCW 28A.343.300; 28A.343.310; 28A.343.320)

**\*Director Districts** **1104**

Sumner School District shall be divided into five districts known as director districts.

A qualification of each director is that she/he shall reside in one of these five districts. Only one member of the school board may, however, reside in any one of these districts. Regardless of the residence requirement, each successful candidate shall be elected by the qualified voters of the entire school district and shall represent Sumner School District as a whole unit in all of his/her activities on the Board of Directors. (RCW 28.343.340; 28A.343.350)



**\*Election**

**1106**

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

A person may become a candidate for a place on the board by filing a declaration of candidacy with the county auditor during the July 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 on the third Tuesday of September in the manner prescribed by law. The two candidates receiving the greatest number of votes will appear on the election in November. (RCW 28A.343.320 28A.343.330; 28A.343.340)

**\*Qualifications 1108**

To be legally qualified for election to the Board of Directors of the Sumner School District, a candidate shall:

1. be a United States citizen;
2. be a qualified voter in the school district;
3. be a resident of the director district. (RCW 28A.343.340)

**\*Resignation**

**1110**

If a board member's permanent residence ceases to be in the director district, the director shall be considered to have resigned upon such change of residence. Upon receipt of a director's written resignation for any other reason, the board shall consider the resignation at its next regularly scheduled meeting. The board shall then accept the resignation by formal action and declare the board position vacant unless the resignation is withdrawn any time prior to the board's action. (RCW 29.01.140)

In cases of vacancies from any cause on the board of directors of a school district, a majority of the legally established number of board members shall fill such vacancy by appointment. Appointees to fill vacancies shall meet the requirements provided by law for school directors and shall serve until the next regular school district election, at which time, a successor shall be elected for the unexpired term. (RCW 28A.343.370)



**\*Director District Boundaries**

**1112**

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 and the educational service district, 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;

The plan of proposed director districts shall meet the following criteria:

1. The districts shall be as nearly as possible equal in population;
2. The districts shall be as compact as possible and consist of geographically contiguous area;
3. The districts shall not favor or disfavor any racial group or political party; and
4. 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 the plan's adoption by requesting that the superior court review the plan for compliance with the four criteria listed above.

Legal References:     RCW29A.76.010: Redistricting by counties, municipal corporations, and special purpose districts  
                           RCW28A.343.030: Directors' districts in certain school districts — Election to authorize division in school districts not already divided into director districts  
                           RCW28A.343.050: Division or redivision of district into director districts





**Sumner School District**  
*...a great place to learn!*

**By-Laws**

**Recall of a Board Member** **1119**

Legal Reference: RCW 28A.343.390)

**DUTIES OF MEMBERS AND AUXILIARY PERSONNEL:**

**Duties of the President** **1210**

The President shall preside at all meetings and shall appoint all committees unless otherwise directed by the Board. She/he shall have the right, as other members of the Board, to offer resolutions, to discuss questions and vote thereon. RCW 28A.330.030

**Duties of the Vice-President** **1220**

In the absence of the President, the Vice-President shall assume the duties and obligations of the President. RCW 28A.330.040

**Duties of the Secretary** **1230**

Legal Reference: RCW 28A.400.030

**Auditing Officer** **1240**

The superintendent or his/her designee shall be the auditing officer. (RCW 28A.320.010; RCW 28A.350.020)



**Adoption and Amendment of Policies and By-Laws** **1311**

Proposed new policies and proposed changes in existing by-laws and policies shall be presented in writing for reading and discussion. Unless it is deemed by the Board that immediate action would be in the best interests of the District, the final vote for adoption shall take place not earlier than the next succeeding regular or special board meeting.

In the event that immediate action on a proposed by-law or policy is necessary, the motion for its adoption shall provide that immediate adoption is in the best interests of the district. All new or amended by-laws and policy shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies and by-laws as adopted shall be made a part of the minutes of the meeting at which action was taken and also shall be included in the district's policy manual. (RCW 28A.320.010; 28A.320.040.

**Administrative Regulations and Procedures** **1312**

The Superintendent shall develop such administrative regulations and practices as are necessary to ensure consistent implementation of policies adopted by the Board. (RCW 28A.320.010; 28A.320.040.

**Suspension of Policies and By-Laws** **1320**

Legal References: RCW 28A320.010/040

**Conformity to Law** **1321**

It is the intention of the Sumner School District Board of Directors to comply with all relevant WAC's, RCW's and Federal laws and regulations.

Any policies and regulations adopted and written in this manual shall not supercede what is actually required by law. If any policy or regulation is found not to conform to what is required by law all others shall be considered to be correct.



**Regular Meetings**

**1400**

The regular meetings of the Board of Directors of Sumner School District No. 320 shall be held in the Board room of the Sumner School District administrative offices, as per the yearly adopted schedule, unless temporary quarters have been designated by the Board. (RCW 28A.42.30; RCW 28A.343.380)

**Executive Sessions**

**1410**

The Board may hold closed or executive sessions for the following purposes:

1. Hear quasi-judicial matters between named parties that have no general effect on the public;
2. Consider matters affecting the appointment, employment or dismissal of an officer or employees of the district or to hear complaints against officials or employees unless the latter request a public hearing (except the interviewing of proposed appointees to elective office);
3. Discuss with legal counsel such pending actions as litigation, settlements, contractual negotiations, and the like. (Obtaining advice regarding the legal implications of a proposed policy or regulation is not by itself a basis for an executive session.)
4. Adopt or review the strategy to be used in collective bargaining or grievance proceedings or to consider proposals made during such proceedings;
5. Discuss the selection or the acquisition of real estate by lease or purchase when publicity would likely affect its cost;
6. Discuss the minimum selling or leasing price in the case of disposition of real estate; and
7. Consider negotiations on the performance of publicly-bid contracts when publicity regarding such consideration would cause a likelihood of increased costs.

No formal action shall take place during executive session.

Legal Reference: RCW 42.30.110



## **Consent Agenda**

**1415**

To expedite business at the school board meetings, 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 from the consent agenda by a member of the Board. The remaining items 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.

### Regulations & Procedures

The basic purpose of a consent agenda is to recognize routine matters in an expeditious manner. If a debatable item appears on the consent agenda, the item may be removed at the request of a board member and inserted at an appropriate place on the agenda.

Some examples of items that may be included on the consent agenda are:

- Approval of superintendent and directors' attendance at WSSDA annual conference;
- Approval of membership in WIAA for ensuing school year;
- Approval of personnel actions (resignations, retirements, employment, discharges);
- Renewal of interdistrict cooperative agreements;

The board shall receive supporting information for the consent agenda items along with the regular agenda items. Upon approval, all consent agenda items shall appear in the minutes.

## **Special Meetings**

**1420**

Special meetings of the Board may be called at any time, provided the public and each board member is notified not less than 24 hours in advance about the time and place of the meeting and the nature of the business to be transacted. No other business may be considered. (Legal Reference: RCW 42.30.080)

## **Emergency Meetings**

**1430**

The Board shall call meetings at any time without advance public notice in order to deal with real or threatened emergencies when delays, caused by observing the public notice restrictions on special meetings, would increase the likelihood of injury to persons or damage to property. (Legal Reference: RCW 42.30.070)

**11/2005 Entire Section Revised**



**Parliamentary Procedure 1440**

Unless otherwise provided in the Board's by-laws, the Board shall conduct all its meetings in accord with Robert's Rules of Order - Revised.

**Audience Participation at Board Meetings 1451**

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 each regular school board meeting during which visitors may make presentations. Such presentations should be scheduled in advance.

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. The President may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene or irrelevant.

The following are topics which will not be discussed in Audience Hearings but rather in executive session: matters affecting national security; appointment, employment or dismissal of personnel, or complaints or charges against employees; selection of a site or acquisition of real estate; quasi-judicial matters; lawyer-client relationships; and parameters for negotiations.

Legal Reference: RCW 42.30.030 Meetings Declared Open and Public  
RCW 42.30.050 Interruptions Procedures

**Final Budget Public Hearing 1480**

Legal Reference: RCW 28A.505.050/060)

**Minutes of Board Meetings 1490**

Minutes of all Board meetings are matters of public record and include the dates, times, places and types of meetings, names of Board members present, names of all persons participating in deliberations and the nature of all official acts of the Board.

Legal Reference: RCW 28A.400.030 Superintendent's Duties  
RCW 42.32.030 Public Meetings — Minutes



**Records Available for Inspection** **1493**

The Secretary of the Board of Directors shall maintain in the District administration offices, records, minutes, and other important papers belonging to the Board and shall, except records exempt by law, make them available for public inspection at all reasonable times without charge.

Copies of these records are available to the public at a minimum cost of ten (10) cents per sheet, upon request at the office of the Superintendent.

**Powers of the Board** **1497**

A school board in the State of Washington may exercise the powers as specified in **RCW** 28A.320.015; RCW 28A.320.040.

**\*Board Member Compensation** **1720**

Each Board member who is eligible may receive compensation of up to fifty dollars (\$50.00) per day or portion thereof for attending board meetings and for performing other services on behalf of the school district, not to exceed four thousand eight hundred dollars (\$4,800) per year. Such compensation shall come from locally collected excess levy funds available for that purpose, and shall not cause the state to incur any present or future funding obligation.

Any board member may waive all or any portion of his/her compensation for any month or months during his/her term of office, by a written waiver filed with the district. The waiver may be filed any time after the director's election and before the date on which the compensation would otherwise be paid. The waiver shall specify the month or period of months for which it is made. Legal References: RCW 28A.343.400: Directors — Compensation — Waiver

**Reimbursement for Expenses** **1780**

The actual expenses of school directors in traveling to and from and attending Board meetings shall be paid. The expenses of Board members who attend conferences or meetings as representatives of the District shall be paid. Such expenses may be paid in advance. Legal References: RCW 28A.320.050: Reimbursement of Expenses RCW 43.03.170: Advance Warrants – Issuance — Limitations



**Sumner School District**

*...a great place to learn!*

**By-Laws**

**Membership in School Board Associations**

**1850**

Each member of the Board of Directors of the Sumner Public Schools shall automatically become a member of the Washington State School Directors Association and the dues of each Board member shall be paid from the funds of the district.

Legal Reference: RCW 28A.345