

Skagit Multiple Agency Response Team

OPEN PUBLIC MEETING ACT REQUIREMENTS

The intent of this section is to ensure SMART Executive Board meeting compliance with RCW 42.30.070 and 42.30.080 Open Public Meetings Act. This section applies specifically to their role in administering the interlocal agreement between participating agencies.

Meetings:

- **Open Meetings.** All meetings of the SMART Executive Board shall be open and public in accordance with Chapter [42.30](#) RCW, and all persons shall be permitted to attend any meeting except as otherwise provided in Chapter [42.30](#) RCW.
- **Regular Meetings.** Regular meetings of the SMART Executive Board shall be held quarterly in January, April, July and October, on the last Tuesday of the month. The time will be 1:00 p.m., or as soon thereafter as may be convenient. When any of these days falls on a holiday, the Executive Board shall reschedule to mutually agreed date subject to notice required by law. Meetings may be cancelled at the discretion of the Board and only rescheduled if a need or purpose exists, subject to notice required by law.
- **Meeting Place.** The Burlington Police Department Community Room located at 311 Cedar Street, Suite B, Burlington, Washington will be the regular meeting place. The Executive Board by resolution may hold meetings in other locations subject to any notice required by law or hold meetings remotely as required by law.
- **Special Meetings.** A special meeting may be called at any time by the Chair or Vice-Chair acting as presiding officer, or by a majority of the members of the SMART Executive Board. Notice of such meetings shall be in accordance with RCW [42.30.080](#). Such meetings shall be held at the same location as regular meetings, unless provided otherwise.
- **Executive Sessions.**
 - The SMART Executive Board may hold an executive session during a regular or special meeting to consider those certain matters set forth in Chapter [42.30](#) RCW.
 - No official action shall be taken at any executive session.

Agendas & Minutes:

- **Meeting Agendas.** An agenda setting forth the matters to be considered by the SMART Executive Board shall be prepared for each regular meeting and published at least 24 hours in advance.
- **Meeting Minutes** – The minutes of all regular and special meetings, except executive sessions shall be recorded.

- **Public Accessibility** – The final agenda and meeting minutes shall be a matter of public record and available for the inspection of the public on the SMART website hosted by the Skagit County Sheriff's Office.

Key Responsibilities:

- **Presiding Chairperson.** Annually, the SMART Executive Board will appoint one of the voting members to preside as Chairperson and one as Vice Chair to serve a one year period. The presiding Chair shall preserve order and decorum at all regular and special meetings of the SMART Executive Board and facilitate all questions coming before the Board providing the opportunity for discussion where appropriate by statute.
- **Meetings - Quorum.** The SMART Executive Board consists of Eight (8) members total. A majority shall constitute a quorum at a regular or special meeting.
- **Order of Business**
 - Reading Minutes – Unless a reading of the minutes from a previous SMART Executive Board meeting is requested by a Board Member, such minutes may be approved without reading if written copy has been provided to Board Members prior to the meeting.
 - Order of Business – Following the call to order and approval of minutes, the order of business shall be as indicated on the official agenda. Any business items on the agenda may be changed to a different order during a meeting by a majority of the SMART Executive Board.
 - The Chairperson shall introduce each item of business and refer it to the appropriate party bringing forth that agenda item.
 - The Chairperson has sole discretion to preserve order, to control the manner of debate among the Board members and to decide all questions of order not specifically addressed in this policy.
- **Voting** – All voting on motions may be done by a voice vote, visual vote by the raising of hands, or by proxy at the discretion of the Chairperson. Each participating member shall have one vote. At the desire of any Board Member, any question shall be voted upon by roll call and the ayes and nays shall be recorded in the minutes. Every SMART Executive Board Member or his/her designee, unless disqualified by reason of a conflict of interest, appearance of fairness, abstains or as otherwise provided by law, shall cast a vote upon all matters put to a vote by the SMART Executive Board. Any Board Member who disqualifies him or herself shall state the reasons therefor on the record and remove themselves from further consideration of the issue. If any SMART Executive Board Member is of the opinion that there exists insufficient available information on the issue to cast a knowledgeable vote, such member shall raise the issue prior to any motion, or after a motion at the time the question on the motion is called for. If a majority of the Board agrees, the matter shall be continued to the next available regular meeting in order to obtain such information. If a majority of the Board feels there exists sufficient information upon which to make a decision, the matter shall be put to a vote. In the event that a disqualification of any SMART Executive Board Member for appearance of fairness would cause a lack of quorum, or would result in a failure to obtain a majority vote,

such member shall be permitted to fully participate in the proceeding and cast a vote, if such member publicly discloses the basis for such disqualification.

- **Motion to Reconsider**

- A motion to reconsider any action taken by the SMART Executive Board may be made only on the day such action was taken, or at the next regularly scheduled SMART Executive Board meeting. Any SMART Executive Board Member can make a motion to reconsider regardless of their original motion. Such a motion to reconsider cannot be renewed if lost. Nothing herein shall be construed to prevent any Board Member from making or remaking the same or any other motion at a subsequent meeting of the SMART Executive Board.

Meeting Decorum Responsibilities:

- **SMART Executive Board Members** - Each Board member is responsible for preserving order, decency and decorum during SMART Executive Board meetings.

End of Document