

<b>Subject:</b>	<b>MEETINGS</b>
<b>Section:</b>	<b>PPG# 1400.1</b>
<b>Chapter:</b>	<b>Board of Fire Commissioners</b>
<b>Effective Date:</b>	<b>8/10/89</b>

## **POLICY**

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The following laws or guidelines should be recognized in regard to the conduct of meetings:

Open Meetings: All meetings, including study or work sessions, must be advertised as meetings that are open to the public. If a board wishes to devote all or most of a special meeting to an issue(s) to be discussed in executive session (Policy 1410), the special meeting should be called to order and recessed to an executive session. The purpose of the executive session should be announced and recorded in the minutes (e.g., personal matters).

Meeting Notices: A regular meeting does not require a public notice. If the board does not meet at its regular location, the meeting should be treated as a special meeting with proper notice and announcements to the press stating the time, place and purpose of the meeting. A fire district is required to notify newspapers and radio and television stations, which have filed a request for agenda twenty-four (24) hours in advance of the special meeting. While other items of business may be discussed at a special meeting, no action can be taken on topics, which have not been identified on the printed agenda. If an item is to be discussed in executive session in accordance with policy 1410, the item of business must also appear on the agenda if final action is to be taken following the executive session.

No notice is required when the board is meeting for the purpose of planning or adopting strategy or positions to be taken in collective bargaining, grievance or mediation proceedings, or reviewing such proposals made by bargaining unit.

Meeting Adjournment and Continuances: The board may adjourn a

regular, special or adjourned meeting to a specific future time. Notice of such an adjournment or continuation must be posted at or near the door of the meeting room. Notification to the press is not necessary.

## **REFERENCES**

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RCW 42.30      Open Public Meetings Act