

**TO: CCFPD Board**

**FROM: Bob Carmichael and Simi Jain**

**DATE: 02.27.14**

**RE: Cancellation of Regular Meetings**

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#### **A. Pertinent Board Policies**

**Policy 1-3: Alteration, Amendment, or Repeal.** Any rule may be altered, amended, or repealed at Board meeting by majority vote

**Policy 5 – 1: Regular Meetings.** Regular meetings of the Board of Commissioners shall be held on the fourth Thursday of each calendar month at 7:00 PM in the Fireplace Room of the Fairhaven Branch of the Bellingham Public Library. The date, time, and location of a regular meeting can be adjusted at the direction of the President of the Board, as needed. Notification to the press and public shall be made via email notice at least 24 hours prior to the meeting, except when the schedule has been announced at the beginning of each year. Regular meeting schedules shall also be posted on the District's web page.

#### **B. Proposed Process for Cancellation of Regular Meeting**

The District's schedule has been announced for 2014 by Board policy and also as posted on the website. So, notification to the press and public is not required 24 hours prior to a regular meeting per Policy 5-1 but, it seems that Clerk Biciunas has been sending notification 24 hours ahead of the meeting. The Open Public Meetings Act (RCW 42.30) does not direct how to cancel a regular meeting. While Policy 5-1 states that the President can adjust the date of the regular meeting, it is important to let the press and public know if such adjustment occurs. Therefore, we propose that the Board consider an amendment to Policy 5-1 which would allow for one or both of the following processes for cancellation of a regular meeting:

1) Cancellation of a regular meeting may occur by majority vote of the Board at a regular meeting or special meeting convened for the purpose of cancelling a future regular meeting followed by notification of cancellation sent via email to the press and public at least 24 hours prior to the cancelled meeting.

2) If the Clerk knows in advance that all members of the Board will be absent from a regular meeting, the Clerk may declare the meeting adjourned per 42.30.090 and deliver notice of the adjournment to the other Board members personally, or by mail, fax or email. The notice of adjournment shall state the date, time and place to which the meeting is adjourned, but if this is lacking the adjourned meeting would be next regular Board meeting. Someone would need

to post the notice of adjournment after the time of the adjourned meeting outside the doors of the regular meeting place.