

# Washington State Boundary Review Board for King County

## Meeting Standard Operating Procedures

### I. Policy Framework:

- a. Organization and Rules of Practice and Procedure Section ([ORPP](#)) V.B.1
  - a. Regular and special meetings of the Board shall be open to the public.
  - b. The Board shall hold regular meetings on the second Thursday of each month at 7:00 PM at locations of its choosing. The Executive Secretary shall post the meeting agenda and meeting location on the Board's website no later than 24 hours before a regular meeting.

### II. Procedures

- a. December Procedures for Setting Meetings for the Following Year
  - i. Board staff will document the specific dates of each regular Board meeting which occur on the second Thursday of each month.
  - ii. The Executive Secretary will schedule the meeting facilities. Currently, meetings are scheduled at the Bellevue Fire Department Station 9 Classroom for the second Thursday of each month from 6:15 pm to 9:00 pm. The contact to schedule the room is Dawn Barber, [dbarber@bellevuewa.gov](mailto:dbarber@bellevuewa.gov) or 425-452-7685.
  - iii. The Executive Secretary will create a Zoom meeting series that includes each regular meeting date.
    - A. The Executive Secretary will post the yearly Zoom ID and passcode to the Board website.
- b. Monthly Procedures
  - i. Before Meeting
    - A. The Executive Secretary and the Board Chair will finalize the meeting agenda for the month no less than one week prior to the meeting.
      - a. Board staff will distribute the agenda and supporting materials to members no less than five days prior to the meeting.
      - b. The Executive Secretary will post the agenda to the Board website no less than 24 hours prior to the meeting.
  - ii. After Meeting
    - A. The Executive Secretary will draft meeting minutes.
    - B. The Executive Secretary will post approved meeting minutes and meeting audio to the Board's website.
- c. Meeting Day Procedures
  - i. Board staff will send out any final materials to members via email if necessary.
  - ii. Board staff will arrive at the meeting location (currently the Newcastle Fire Station) no later than 6:30 pm the day of the meeting, unlock the room,

tape the Agenda to the outside of the door and set up technical equipment.

- iii. Board staff will host the Zoom meeting
    - A. Zoom host duties include letting participants into Zoom meeting, recording the meeting to the Zoom Cloud, screen sharing, assisting the Board Chair in recognizing Zoom hand raises for comment, and general Zoom troubleshooting.
  - iv. Board staff will ensure that the meeting room is clean and that the door is closed and locked before leaving.
- d. Members are encouraged to attend meetings in person, but joining via Zoom is acceptable

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## Meeting Checklist

### Equipment

<input type="checkbox"/>	Laptop	<input type="checkbox"/>	Meeting Owl	<input type="checkbox"/>	Power Strip
<input type="checkbox"/>	Laptop Power Cord	<input type="checkbox"/>	Portable Projector	<input type="checkbox"/>	Tape
<input type="checkbox"/>	Portable Mouse	<input type="checkbox"/>	HDMI Cord	<input type="checkbox"/>	Printed Agenda
<input type="checkbox"/>	Printed Vouchers	<input type="checkbox"/>	Blank Paper	<input type="checkbox"/>	Pens

### Process

1. Open door
2. Tape agenda to outside of door
3. Arrange meeting room (if necessary)
4. Plug in Power Strip
5. Turn on Laptop with and place Portable Mouse and Pen next to it
6. Plug in Laptop Power Cord to Power Strip
7. Plug HDMI Cable to Laptop and Projector
  - a. Use Portable Projector if room projector not working
8. Plug in Meeting Owl to Laptop and Laptop Power Strip
9. Put out Printed Agendas, Printed Vouchers, Blank Paper and Pens
  - a. Use Blank Paper for any need Sign-In Sheets
10. Turn on Laptop, log into Laptop and room wifi
11. Duplicate screen to Laptop and Projector Screen
12. Forward Teams calls to voicemail
13. Log into Zoom and start Zoom meeting
14. Pull up any meeting materials for screen sharing
15. Admit participants to Zoom meeting
16. Record meeting to Zoom Cloud
17. Take physical notes on a Blank Agenda
18. End Zoom meeting, shut down laptop
19. Clean up and pack all equipment
20. Clean meeting room if necessary, including return meeting room to original configuration
21. Remove taped Agenda from meeting room door and close it
  - a. Ensure door is locked