

2
3 **THE BOARD OF TRUSTEES**

4
5 School Board Meeting Procedure

6
7 Agenda

8
9 The authority to set the board agenda lies with the Board Chair in consultation with board members
10 and the administration. The act of preparing the board meeting agendas can be delegated to the
11 Superintendent.

12
13 The Board Chairperson must approve any items submitted by Board members or members of the
14 public, to be placed on the agenda citizens wishing to make brief comments about school programs
15 or procedures will follow the public comment procedures in district policy.

16
17 The agenda also must include a “public comment” portion to allow members of the general public
18 to comment on any public matter under the jurisdiction of the District which is not specifically
19 listed on the agenda, except that no member of the public will be allowed to comment on contested
20 cases, other adjudicative proceedings, or personnel matters. The Board Chairperson may place
21 reasonable time limits on any “public comment” period to maintain and ensure effective and
22 efficient operations of the Board. The Board shall not take any action on any matter discussed,
23 unless the matter is specifically noticed on the agenda, and the public has been allowed opportunity
24 to comment.

25
26 With consent of a majority of members present, the order of business at any meeting may be
27 changed. Copies of the agenda for the current Board meeting, minutes of the previous Board
28 meeting, and relevant supplementary information will be prepared and distributed to each trustee at
29 least twenty-four (24) hours in advance of a Board meeting and will be available to any interested
30 citizen at the Superintendent’s office twenty-four (24) hours before a Board meeting. An agenda
31 for other types of Board meetings will be prepared, if circumstances require an agenda.

32
33 Consent Agenda

34
35 To expedite business at its meetings, the Board approves the use of a consent agenda, which
36 includes those items considered to be routine in nature. Any item that appears on the consent agenda
37 may be removed by a member of the Board. Any Board member who wishes to remove an item
38 from the consent agenda must give advance notice in a timely manner to the Superintendent.
39 Remaining items will be voted on by a single motion. The approved motion will be recorded in the
40 minutes, including a listing of all items appearing on the consent agenda.

41
42 Minutes

43
44 Appropriate minutes of all meetings required to be open must be kept and must be available for
45 inspection by the public. If an audio recording of a meeting is made and designated as official, the
46
47
48

1
2
3
4 recording constitutes the office record of the meeting. If an official recording is made, a written
5 record of the meeting must also be made and must also include:
6

- 7 • Date, time, and place of the meeting;
- 8 • Presiding officer;
- 9 • Board members recorded as absent or present;
- 10 • Summary of discussion on all matters discussed (including those matters discussed
11 during the “public comment” section), proposed, deliberated, or decided, and a record of
12 any votes taken;
- 13 • Detailed statement of all expenditures;
- 14 • Purpose of recessing to closed session; and
- 15 • Time of adjournment.

16
17 If the minutes are recorded and designated as the official record, a log or time stamp for each main
18 agenda item is required for the purpose of providing assistance to the public in accessing that
19 portion of the meeting.
20

21 Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled
22 meeting of the Board. Minutes need not be read publicly, provided that Board members have had
23 an opportunity to review them before adoption. A file of permanent minutes of Board meetings
24 shall be maintained in the office of the Clerk, to be made available for inspection upon request. A
25 written copy shall be made available within five (5) working days following approval by the Board.
26

27 Quorum

28
29 No business shall be transacted at any meeting of the Board unless a quorum of its members is
30 present. A majority of the full membership of the Board shall constitute a quorum, whether the
31 individuals are present physically or electronically. A majority of the quorum may pass a
32 resolution, except as provided in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.
33

34 Electronic Participation

35
36 The Board may allow members to participate in meetings by telephone or other electronic means.
37 Board members may not simply vote electronically but must be connected with the meeting
38 throughout the discussion of business. If a Board member electronically joins the meeting after an
39 item of business has been opened, the remotely located member shall not participate until the next
40 item of business is opened.
41

42 If the Board allows a member to participate electronically, the member will be considered
43 present and will have his or her actual physical presence excused. The member shall be counted
44 present for
45
46
47
48

1
2
3
4 purposes of convening a quorum. The Clerk will document it in the minutes, when members
5 participate in the meeting electronically.
6

7 Any Board member wishing to participate in a meeting electronically will notify the Chairperson
8 and Superintendent as early as possible. The Superintendent will arrange for the meeting to take
9 place in a location with the appropriate equipment so that Board members participating in the
10 meeting electronically may interact, and the public may observe or hear the comments made. The
11 Superintendent will take measures to verify the identity of any remotely located participants.
12

13 Meeting Conduct and Order of Business

14

15 General rules of parliamentary procedure are used for every Board meeting. *Robert's Rules of*
16 *Order* may be used as a guide at any meeting. The order of business shall be reflected on the
17 agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those trustees
18 in attendance. Voting shall be by acclamation or show of hands.
19

20 Rescind a Motion

21

22 A motion to rescind (cancel previous action) may be made anytime by any trustee. A motion to
23 rescind must be properly noticed on the Board's agenda for the meeting. It is in order any time
24 prior to accomplishment of the underlying action addressed by the motion.
25

26 Cross Reference: 1441 Audience Participation
27

28 Legal References: § 2-3-103, MCA Public participation - governor to ensure guidelines
29 adopted
30 § 2-3-212, MCA Minutes of meetings – public inspection
31 § 20-1-212, MCA Destruction of records by school officer
32 § 20-3-322, MCA Meetings and quorum
33 § 20-3-323, MCA District policy and record of acts
34 § 2-3-202, MCA Meeting defined
35 *Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005*
36

37 Policy History:

38 Adopted on: Feb. 12, 2002

39 Reviewed on: Sep 11, 2018, December 2019

40 Revised on: Oct. 9, 2018, January 2020