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1 \_\_\_\_\_ School District

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3 **THE BOARD OF TRUSTEES**

1400

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5 Board Meetings

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7 Meetings of the Board and/or committees of the Board must occur at a duly called and legally  
8 conducted meeting. "Meeting" is defined as the convening of a quorum of the constituent  
9 membership of the Board, whether in person or by means of electronic equipment, to hear,  
10 discuss, or act upon a matter over which the Board has supervision, control, jurisdiction, or  
11 advisory power.

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13 Regular Meetings

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15 Unless otherwise specified, all meetings will take place in the \_\_\_\_\_.  
16 Regular meetings shall take place at \_\_\_\_\_ p.m. on the \_\_\_\_\_ of  
17 each month, or at other times and places determined by a majority vote. Except for an  
18 unforeseen emergency, meetings must be held in school buildings or, upon the unanimous vote  
19 of the trustees, in a publicly accessible building located within the District. If regular meetings  
20 are scheduled at places other than as stated above or are adjourned to times other than the regular  
21 meeting time, notice of the meeting shall be made in the same manner as provided for special  
22 meetings. The trustees may meet outside the boundaries of the District for collaboration or  
23 cooperation on educational issues with other school boards, educational agencies, or  
24 cooperatives. Adequate notice of the meeting, as well as an agenda, must be provided to the  
25 public in advance. Decision making may only occur at a properly noticed meeting held within  
26 the District's boundaries. When a meeting date falls on a school holiday, the meeting may take  
27 place the next business day.

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29 Emergency Meetings

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31 In the event of an emergency involving possible personal injury or property damage, the Board  
32 may meet immediately and take official action without prior notification.

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34 Budget Meetings

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36 Between July 1 and August 10 of each year, the Clerk shall publish a notice stating the date,  
37 time, and place trustees will meet for the purpose of considering and adopting a final budget for  
38 the District, stating that the meeting of the trustees may be continued from day to day until final  
39 adoption of a District budget and that any taxpayer in the District may appear at the meeting and  
40 be heard for or against any part of the budget. This notice shall be published in the \_\_\_\_\_.

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42 On the date and at the time and place stated in the published notice (on or before August 20),  
43 trustees shall meet to consider all budget information and any attachments required by law. The  
44 meeting may continue from day to day; however, the Board must adopt a final budget not later  
45 than August 25.

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4 Special Meetings

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6 Special meetings may be called by the Chairperson or by any two (2) trustees. A written notice  
7 of a special meeting, stating the purpose of the meeting, shall be delivered to every trustee not  
8 less than forty-eight (48) hours before the time of the meeting, except that the forty-eight-(48)-  
9 hour notice is waived in an unforeseen emergency as stated in § 20-3-322(5), MCA. Such written  
10 notice shall be posted conspicuously within the District in a manner that will receive public  
11 attention. Written notice also shall be sent not less than twenty-four (24) hours prior to the  
12 meeting, to each newspaper and radio or television station that has filed a written request for  
13 such notices. **Business transacted at a special meeting will be limited to that stated in the**  
14 **notice of the meeting.**

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16 Closed Sessions

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18 Under Montana law, the Board may meet in closed sessions to consider matters of individual  
19 privacy. Before closing a meeting, the presiding officer must determine that the demands of  
20 individual privacy exceed the merits of public disclosure and so state publicly before going into  
21 closed session. The Board also may go into closed session to discuss a strategy to be followed  
22 with respect to litigation, when an open meeting would have a detrimental effect on the litigating  
23 position of the District. This exception does not apply if the litigation involves only public bodies  
24 or associations as parties. Before closing a meeting for litigation purposes, the District may wish  
25 to consult legal counsel on the appropriateness of this action. No formal action shall take place  
26 during any closed session.

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30 Legal References:	§ 2-3-103, MCA	Public participation – governor to ensure guidelines adopted
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32	§ 2-3-104, MCA	Requirements for compliance with notice provisions
33	§ 2-3-105, MCA	Supplemental notice by radio or television
34	§ 2-3-201, MCA	Legislative intent – liberal construction
35	§ 2-3-202, MCA	Meeting defined
36	§ 2-3-203, MCA	Meetings of public agencies and certain associations of public agencies to be open to public – exceptions
37		
38	§ 20-3-322, MCA	Meeting and quorum
39	§ 20-9-115, MCA	Notice of final budget meeting
40	§ 20-9-131, MCA	Final budget meeting
41	10.55.701, ARM	Board of Trustees
42		

43 Policy History:

44 Adopted on:

45 Reviewed on:

46 Revised on: