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3 **THE BOARD OF TRUSTEES**

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5 School Board Meeting Procedure

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7 Agenda

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9 The agenda for any Board meeting shall be prepared by the District Clerk in consultation with the  
10 Board Chair. Items submitted by Board members to be placed on the agenda must have prior  
11 approval of the Board Chairperson. Citizens may also suggest inclusions on the agenda. Such  
12 suggestions must be received by the Board Chair or designee at least \_\_\_\_ days before the Board  
13 meeting, unless of immediate importance. Individuals who wish to be placed on the Board agenda  
14 must also notify the Board Chair or designee, in writing, of the request. The request must include the  
15 reason for the appearance. If the reason for the appearance is a complaint against any District  
16 employee, the individual filing the complaint must demonstrate that the Uniform Complaint  
17 Procedure has been followed. Citizens wishing to make brief comments about school programs or  
18 procedures or items on the agenda need not request placement on the agenda, and may ask for  
19 recognition by the Chairperson at the appropriate time.

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

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

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36 [OPTIONAL] Consent Agenda

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

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45 Minutes

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

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

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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 during the  
11 “public comment” section), proposed, deliberated, or decided, and a record of any votes  
12 taken;

13☐ Detailed statement of all expenditures;

14☐ Purpose of recessing to closed session; and

15☐ Time of adjournment.

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17When issues are discussed that may require a detailed record, the Board may direct the Clerk to  
18record the discussion verbatim. Any verbatim record may be destroyed after the minutes have been  
19approved, pursuant to § 20-1-212, MCA.

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21If the minutes are recorded and designated as the official record, a log or time stamp for each main  
22agenda item is required for the purpose of providing assistance to the public in accessing that portion  
23of the meeting.

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25Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled  
26meeting of the Board. Minutes need not be read publicly, provided that Board members have had an  
27opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be  
28maintained in the office of the Clerk, to be made available for inspection upon request. A written  
29copy shall be made available within five (5) working days following approval by the Board.

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31Quorum

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33No business shall be transacted at any meeting of the Board unless a quorum of its members is  
34present. A majority of the full membership of the Board shall constitute a quorum, whether the  
35individuals are present physically or electronically. A majority of the quorum may pass a resolution,  
36except as provided in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.

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38Electronic Participation

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40The Board may allow members to participate in meetings by telephone or other electronic means.  
41Board members may not simply vote electronically but must be connected with the meeting  
42throughout the discussion of business. If a Board member electronically joins the meeting after an  
43item of business has been opened, the remotely located member shall not participate until the next  
44item of business is opened.

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46If the Board allows a member to participate electronically, the member will be considered present  
47and will have his or her actual physical presence excused. The member shall be counted present for  
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4 purposes of convening a quorum. The Clerk will document it in the minutes, when members  
5 participate in the meeting electronically.

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

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13 Meeting Conduct and Order of Business

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

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20 Rescind a Motion

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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 prior  
24 to accomplishment of the underlying action addressed by the motion.

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26 Cross Reference: 1441 Audience Participation

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28 Legal References: § 2-3-103, MCA Public participation - governor to ensure guidelines  
29 adopted

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31 § 2-3-202, MCA Meeting defined

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33 § 2-3-212, MCA Minutes of meetings – public inspection

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35 § 20-1-212, MCA Destruction of records by school officer

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37 § 20-3-322, MCA Meetings and quorum

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39 § 20-3-323, MCA District policy and record of acts

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*Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005*

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Policy History:

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Adopted on:

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Reviewed on:

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Revised on: