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3 **THE BOARD OF TRUSTEES**

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5 Duties of Individual Trustees

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7 The authority of individual trustees is limited to participating in actions taken by the Board as a whole  
8 when legally in session. Trustees shall not assume responsibilities of administrators or other staff  
9 members. The Board or staff shall not be bound by an action taken or statement made by an individual  
10 trustee, except when such statement or action is pursuant to specific instructions and official action taken  
11 by the Board.

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13 Each trustee shall review the agenda and attendant materials in advance of a meeting and shall be  
14 prepared to participate in discussion and decision making for each agenda item. Each trustee shall visit  
15 every school (except in 1st class districts) at least once per year to examine its management, conditions,  
16 and needs.

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18 All trustees are obligated to attend Board meetings regularly. Whenever possible, a trustee shall give  
19 advance notice to the Chairperson or Superintendent, of the trustee's inability to attend a Board meeting.  
20 A majority of the Board may excuse a trustee's absence from a meeting if requested to do so.

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22 Board members, as individuals, have no authority over school affairs, except as provided by law or as  
23 authorized by the Board.

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25 Cross Reference: 1113 Vacancies

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27 Legal References: § 20-3-301, MCA Election and term of office  
28 § 20-3-308, MCA Vacancy of trustee position  
29 § 20-3-324(22), MCA Powers and duties  
30 § 20-3-332, MCA Personal immunity and liability of trustees

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37 Policy History:

38 First reading on: 9/8/21

39 Second reading on: 10/13/21

40 Third reading/Adopted on: 11/10/21