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3 **THE BOARD OF TRUSTEES**

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6 Board Meetings

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

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15 Unless otherwise specified, all meetings will take place in the High School Library. Regular meetings
16 shall take place at 5:00 p.m. on the second (2nd) Wednesday of each month, or at other times and places
17 determined by a majority vote. Except for an unforeseen emergency, meetings must be held in school
18 buildings or, upon the unanimous vote of the trustees, in a publicly accessible building located within the
19 District. If regular meetings are scheduled at places other than as stated above or are adjourned to times
20 other than the regular meeting time, notice of the meeting shall be made in the same manner as provided
21 for special meetings. The trustees may meet outside the boundaries of the District for collaboration or
22 cooperation on educational issues with other school boards, educational agencies, or cooperatives.
23 Adequate notice of the meeting, as well as an agenda, must be provided to the public in advance. Decision
24 making may only occur at a properly noticed meeting held within the District’s boundaries. When a
25 meeting date falls on a school holiday, the meeting may take place the next business day. Meeting
26 duration will be no more than two (2) hours in length unless a majority of the Board agrees through
27 formal action to extend the meeting.
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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 may meet
32 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, time, and
37 place trustees will meet for the purpose of considering and adopting a final budget for the District, stating
38 that the meeting of the trustees may be continued from day to day until final adoption of a District budget
39 and that any taxpayer in the District may appear at the meeting and be heard for or against any part of the
40 budget. This notice shall be published on the Bigfork School District website, at the Bigfork Elementary
41 School, Bigfork High School and Bigfork District Office.
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43 On the date and at the time and place stated in the published notice on or before August 20, trustees shall
44 meet to consider all budget information and any attachments required by law. The meeting may continue
45 from day to day; however, the Board must adopt a final budget not later 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 of a
7 special meeting, stating the purpose of the meeting, shall be delivered to every trustee not less than forty-
8 eight (48) hours before the time of the meeting, except that the forty-eight-(48)-hour notice is waived in
9 an unforeseen emergency as stated in § 20-3-322(5), MCA. Such written notice shall be posted
10 conspicuously within the District in a manner that will receive public attention. Written notice also shall
11 be sent not less than twenty-four (24) hours prior to the meeting, to each newspaper and radio or
12 television station that has filed a written request for such notices. Business transacted at a special meeting
13 will be limited to that stated in the notice of the meeting.
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15 Executive Sessions
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17 Under Montana law, the Board may meet in executive sessions to consider matters of individual privacy.
18 Before closing a meeting, the presiding officer must determine that the demands of individual privacy
19 exceed the merits of public disclosure and so state publicly before going into executive session. The
20 Board also may go into executive session to discuss a strategy to be followed with respect to litigation,
21 when an open meeting would have a detrimental effect on the litigating position of the District. This
22 exception does not apply if the litigation involves only public bodies or associations as parties. Before
23 closing a meeting for litigation purposes, the District may wish to consult legal counsel on the
24 appropriateness of this action. No formal action shall take place during any executive session.
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27 Legal References:	§ 2-3-103, MCA	Public participation – governor to ensure guidelines adopted
	§ 2-3-104, MCA	Requirements for compliance with notice provisions
	§ 2-3-105, MCA	Supplemental notice by radio or television
	§ 2-3-201, MCA	Legislative intent – liberal construction
	§ 2-3-202, MCA	Meeting defined
	§ 2-3-203, MCA	Meetings of public agencies and certain associations of public agencies to be open to public – exceptions
	§ 20-3-322, MCA	Meeting and quorum
	§ 20-9-115, MCA	Notice of final budget meeting
	§ 20-9-131, MCA	Final budget meeting
	10.55.701, ARM	Board of Trustees

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41 Policy History:

42 Adopted on: 09/20/2001
43 Revised on: 10/02/2003, 04/29/2009, 11/12/2014
44 First reading on: 9/8/21
45 Second reading on: 10/13/21
46 Third reading/Adopted on: 11/10/21