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3 **THE BOARD OF TRUSTEES**

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5 School Board Meeting Procedure

6
7 Agenda

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

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13 Any topics requested by Board members or members of the public must first be approved by the Board
14 Chair before being placed on the agenda. Citizens wishing to make brief comments about school
15 programs or procedures will follow the public comment procedures in district policy.

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

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25 Copies of the agenda for the current Board meeting, minutes of the previous Board meeting, and relevant
26 supplementary information will be prepared and distributed to each trustee at least forty-eight (48) hours
27 in advance of a Board meeting and will be available to any interested citizen at the Superintendent’s
28 office forty-eight (48) hours before a Board meeting. An agenda for other types of Board meetings will
29 be prepared, if circumstances require an agenda.

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31 Consent Agenda

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

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40 Minutes

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42 Appropriate minutes of all meetings required to be open must be kept and must be available for inspection
43 by the public. (Optional) If an audio recording of a meeting is made and designated as official, the
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4 recording constitutes the office record of the meeting. If an official recording is made, a written record of
5 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 taken;
- 12 ● Detailed statement of all expenditures;
- 13 ● Purpose of recessing to closed session; and
- 14 ● Time of adjournment.

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16 If the minutes are recorded and designated as the official record, a log or time stamp for each main agenda
17 item is required for the purpose of providing assistance to the public in accessing that portion of the
18 meeting.
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20 Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled
21 meeting of the Board. Minutes need not be read publicly, provided that Board members have had an
22 opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be
23 maintained in the office of the Clerk, to be made available for inspection upon request. A written copy
24 shall be made available within five (5) working days following approval by the Board.
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26 Quorum

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

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35 The Board may allow members to participate in meetings by telephone or other electronic means. Board
36 members may not simply vote electronically but must be connected with the meeting throughout the
37 discussion of business. If a Board member electronically joins the meeting after an item of business has
38 been opened, the remotely located member shall not participate until the next item of business is opened.
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40 If the Board allows a member to participate electronically, the member will be considered present and
41 will have his or her actual physical presence excused. The member shall be counted present for
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43 purposes of convening a quorum. The Clerk will document it in the minutes, when members participate
44 in the meeting electronically.
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46 Any Board member wishing to participate in a meeting electronically will notify the Chairperson and
47 Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in a
48 location with the appropriate equipment so that Board members participating in the meeting electronically
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4 may interact, and the public may observe or hear the comments made. The Superintendent will take
5 measures to verify the identity of any remotely located participants.
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7 Meeting Conduct and Order of Business
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9 General rules of parliamentary procedure are used for every Board meeting. *Robert's Rules of Order* may
10 be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of
11 proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance. Voting
12 shall be by acclamation or show of hands.
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14 Rescind a Motion
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16 A motion to rescind (cancel previous action) may be made anytime by any trustee. A motion to rescind
17 must be properly noticed on the Board's agenda for the meeting. It is in order any time prior to
18 accomplishment of the underlying action addressed by the motion.
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20 Cross Reference: 1441 Audience Participation
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22 Legal References: § 2-3-103, MCA Public participation - governor to ensure guidelines
23 adopted
24 § 2-3-202, MCA Meeting defined
25 § 2-3-212, MCA Minutes of meetings – public inspection
26 § 20-1-212, MCA Destruction of records by school officer
27 § 20-3-322, MCA Meetings and quorum
28 § 20-3-323, MCA District policy and record of acts
29 *Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005*
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32 Policy History:

33 First reading on: 9/8/21

34 Second reading on: 10/13/21

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