

1 **Potomac Elementary**

2
3 **THE BOARD OF TRUSTEES**

1240

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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
8 whole when legally in session. Trustees shall not assume responsibilities of administrators or
9 other staff members. The Board or staff shall not be bound by an action taken or statement made
10 by an individual trustee, except when such statement or action is pursuant to specific instructions
11 and official action taken 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
15 shall visit every school at least once per year to examine its management, conditions, and needs.

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17 All trustees are obligated to attend Board meetings regularly. Whenever possible, a trustee shall
18 give advance notice to the Chairperson or Principal, of the trustee’s inability to attend a Board
19 meeting. A majority of the Board may excuse a trustee’s absence from a meeting if requested to
20 do so. The Board shall declare a position vacant after three (3) consecutive unexcused absences
21 from regular Board meetings, or when a trustee has been absent from the District for sixty (60)
22 consecutive days.

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26	Legal References:	§ 20-3-301, MCA Election and term of office
27		§ 20-3-308, MCA Vacancy of trustee position
28		§ 20-3-324(21), MCA Powers and duties
29		§ 20-3-332, MCA Personal immunity and liability of trustees
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31 Policy History:

32 Adopted on: October 11, 2010

33 Reviewed on:

34 Revised on: