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

19  
20 The agenda also must include a “public comment” portion to allow members of the general  
21 public to comment on any public matter under the jurisdiction of the District which is not  
22 specifically listed on the agenda, except that no member of the public will be allowed to  
23 comment on contested cases, other adjudicative proceedings, or personnel matters. The Board  
24 Chairperson may place reasonable time limits on any “public comment” period to maintain and  
25 ensure effective and efficient operations of the Board. The Board shall not take any action on  
26 any matter discussed, unless the matter is specifically noticed on the agenda, and the public has  
27 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  
32 at least twenty-four (24) hours in advance of a Board meeting and will be available to any  
33 interested citizen at the Clerk’s office twenty-four (24) hours before a Board meeting. An  
34 agenda for other types of Board meetings will be prepared, if circumstances require an agenda.

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36 Consent Agenda

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

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45 Minutes

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4 Appropriate minutes of all meetings required to be open must be kept and must be available for  
5 inspection by the public. If an audio recording of a meeting is made and designated as official,  
6 the recording constitutes the official record of the meeting. If an official recording is made, a  
7 written record of the meeting must also be made and must also include:  
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- 9 • Date, time, and place of the meeting;
- 10 • Presiding officer;
- 11 • Board members recorded as absent or present;
- 12 • Summary of discussion on all matters discussed (including those matters discussed  
13 during the “public comment” section), proposed, deliberated, or decided, and a record of  
14 any votes taken;
- 15 • Detailed statement of all expenditures;
- 16 • Purpose of recessing to closed session; and
- 17 • Time of adjournment.

18  
19 When issues are discussed that may require a detailed record, the Board may direct the Clerk to  
20 record the discussion verbatim. Any verbatim record may be destroyed after the minutes have  
21 been approved, pursuant to § 20-1-212, MCA.  
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23 If the minutes are recorded and designated as the official record, a log or time stamp for each  
24 main agenda item is required for the purpose of providing assistance to the public in accessing  
25 that portion of the meeting.  
26

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

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

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43 The Board may allow members to participate in meetings by telephone or other electronic  
44 means. Board members may not simply vote electronically but must be connected with the  
45 meeting throughout the discussion of business. If a Board member electronically joins the  
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4 meeting after an item of business has been opened, the remotely located member shall not  
5 participate until the next item of business is opened.  
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7 If the Board allows a member to participate electronically, the member will be considered  
8 present and will have his or her actual physical presence excused. The member shall be counted  
9 present for purposes of convening a quorum. The Clerk will document it in the minutes, when  
10 members participate in the meeting electronically.  
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12 Any Board member wishing to participate in a meeting electronically will notify the Chairperson  
13 and Clerk as early as possible. The Clerk will arrange for the meeting to take place in a location  
14 with the appropriate equipment so that Board members participating in the meeting electronically  
15 may interact, and the public may observe or hear the comments made. The Clerk will take  
16 measures to verify the identity of any remotely located participants.  
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#### 18 Meeting Conduct and Order of Business

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

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27 A motion to rescind (cancel previous action) may be made anytime by any trustee. A motion to  
28 rescind must be properly noticed on the Board's agenda for the meeting. It is in order any time  
29 prior to accomplishment of the underlying action addressed by the motion.  
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31 Cross Reference: 1441 Audience Participation  
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33 Legal References: § 2-3-103, MCA Public participation - governor to ensure guidelines  
34 adopted  
35 § 2-3-202, MCA Meeting defined  
36 § 2-3-212, MCA Minutes of meetings – public inspection  
37 § 20-1-212, MCA Destruction of records by school officer  
38 § 20-3-322, MCA Meetings and quorum  
39 § 20-3-323, MCA District policy and record of acts  
40 *Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005*  
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#### 42 Policy History:

43 Adopted on: October 11, 2010  
44 Reviewed on: September 10, 2012  
45 Revised on: October 9, 2012