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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 Superintendent. Items submitted by~~  
10 ~~Board members to be placed on the agenda must have prior approval of the Board Chairperson.~~  
11 ~~Citizens may also suggest inclusions on the agenda. Such suggestions must be received by the~~  
12 ~~Superintendent at least 7 days before the Board meeting, unless of immediate importance.~~  
13 ~~Individuals who wish to be placed on the Board agenda must also notify the Superintendent, in~~  
14 ~~writing, of the request. The request must include the reason for the appearance. If the reason for~~  
15 ~~the appearance is a complaint against any District employee, the individual filing the complaint~~  
16 ~~must demonstrate that Board Policy 4310, Public Complaints Against School Personnel, has~~  
17 ~~been followed. Citizens wishing to make brief comments about school programs or procedures~~  
18 ~~or items on the agenda need not request placement on the agenda, and may ask for recognition by~~  
19 ~~the Chairman at the appropriate time.~~

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21 **The authority to set the board agenda lies with the Board Chair in consultation with board**  
22 **members and the administration. The act of preparing the board meeting agendas can be**  
23 **delegated to the Superintendent.**

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25 **The Board Chairperson must approve any items submitted by Board members or members of**  
26 **the public, to be placed on the agenda. Citizens wishing to make brief comments about school**  
27 **programs or procedures will follow the public comment procedures in district policy.**

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

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37 With consent of a majority of members present, the order of business at any meeting may be  
38 changed. Copies of the agenda for the current Board meeting, minutes of the previous Board  
39 meeting, and relevant supplementary information will be prepared and distributed to each trustee at  
40 least twenty-four (24) hours in advance of a Board meeting and will be available to any interested  
41 citizen at the Superintendent’s office twenty-four (24) hours before a Board meeting. An agenda for  
42 other types of Board meetings will be prepared, if circumstances require an agenda.

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44 Consent Agenda

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46 To expedite business at its meetings, the Board approves the use of a consent agenda, which includes  
47 those items considered to be routine in nature. Any item that appears on the consent agenda may be  
48 removed by a member of the Board. Any Board member who wishes to remove an item from the

1 consent agenda must give advance notice in a timely manner to the Superintendent. Remaining items  
2 will be voted on by a single motion. The approved motion will be recorded in the minutes, including  
3 a listing of all items appearing on the consent agenda.

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5 Minutes

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7 **Appropriate minutes of all meetings required to be open must be kept and must be available**  
8 **for inspection by the public. If an audio recording of a meeting is made and designated as**  
9 **official, the**

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17 **recording constitutes the office record of the meeting. If an official recording is made,** a written  
18 record of the meeting must also be made and must also include:

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20 • Date, time, and place of the meeting;  
21 • Presiding officer;  
22 • Board members recorded as absent or present;  
23 • Summary of discussion on all matters discussed (including those matters discussed during the  
24 “public comment” section), proposed, deliberated, or decided, and a record of any votes  
25 taken;  
26 • Detailed statement of all expenditures;  
27 • Purpose of recessing to closed session; and  
28 • Time of adjournment.

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30 ~~When issues are discussed that may require a detailed record, the Board may direct the Clerk to~~  
31 ~~record the discussion verbatim. Any verbatim record may be destroyed after the minutes have been~~  
32 ~~approved, pursuant to § 20-1-212, MCA.~~

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34 **If the minutes are recorded and designated as the official record, a log or time stamp for each**  
35 **main agenda item is required for the purpose of providing assistance to the public in accessing**  
36 **that portion of the meeting.**

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

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44 Quorum

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46 No business shall be transacted at any meeting of the Board unless a quorum of its members is  
47 present. A majority of the full membership of the Board shall constitute a quorum, whether the

1 individuals are present physically or electronically. A majority of the quorum may pass a resolution,  
2 except as provided in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.

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4 **Electronic Participation**

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6 **The Board may allow members to participate in meetings by telephone or other electronic**  
7 **means. Board members may not simply vote electronically but must be connected with the**  
8 **meeting throughout the discussion of business. If a Board member electronically joins the**  
9 **meeting after an item of business has been opened, the remotely located member shall not**  
10 **participate until the next item of business is opened.**

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12 **If the Board allows a member to participate electronically, the member will be considered**  
13 **present and will have his or her actual physical presence excused. The member shall be**  
14 **counted present for**

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19 **purposes of convening a quorum. The Clerk will document it in the minutes, when members**  
20 **participate in the meeting electronically.**

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22 **Any Board member wishing to participate in a meeting electronically will notify the**  
23 **Chairperson and Superintendent as early as possible. The Superintendent will arrange for the**  
24 **meeting to take place in a location with the appropriate equipment so that Board members**  
25 **participating in the meeting electronically may interact, and the public may observe or hear the**  
26 **comments made. The Superintendent will take measures to verify the identity of any remotely**  
27 **located participants.**

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29 **Meeting Conduct and Order of Business**

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

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36 **Rescind a Motion**

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38 **A motion to rescind (cancel previous action) may be made anytime by any trustee. A motion to**  
39 **rescind must be properly noticed on the Board's agenda for the meeting. It is in order any time prior**  
40 **to accomplishment of the underlying action addressed by the motion.**

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42 Cross Reference: 1441 Audience Participation

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44 Legal References: § 2-3-103, MCA Public participation - governor to ensure guidelines  
45 adopted  
46 **§ 2-3-202, MCA Meeting defined**  
47 § 2-3-212, MCA Minutes of meetings – public inspection  
48 § 20-1-212, MCA Destruction of records by school officer  
49 § 20-3-322, MCA Meetings and quorum

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§ 20-3-323, MCA      District policy and record of acts  
**Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005**

**Policy History:**

Adopted on: 10/02/2003

Reviewed on:

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