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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. Agendas serving as the public notice of a meeting  
29 will be posted and distributed in accordance with Policy 1400. Agendas shall note the meeting will be  
30 recorded in accordance with this policy. Upon convening a meeting, the Board Chair shall announce the  
31 meeting is being recorded in accordance with this policy.

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33 Recording and Broadcast

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35 Unless exempt as a third-class district under Section 20-6-201, MCA, and Section 20-6-301, MCA, the  
36 District shall record their public meetings as described in Policy 1400 in an audio and video format. The  
37 District shall make the audio and video recordings publicly available within 5 business days after the  
38 meeting with a link to the recording on the District’s website. If the District does not maintain a website,  
39 it shall establish and maintain a social media page and provide a link to the recording on the social media  
40 page.

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42 The audio and video recordings created in accordance with this section of the policy are not required to be  
43 the official record or minutes of the meeting as detailed elsewhere in the policy. If a recording is not  
44 designated as the official record or minutes, the recording may be destroyed after being retained online  
45 for 1 year and will no longer be subject to the requirements of Title 2, Chapter 6, for public information  
46 requests upon destruction. If a recording is designated as the official record or minutes as specified in this  
47 policy, the provisions of the policy as required by Section 2-3-212, MCA, shall apply.

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3 The District is not required to disrupt or reschedule a meeting if there is a technological failure of  
4 the meeting recording. If the recording is not able to be made available on the District's website or social  
5 media site, the District shall prominently post a notice in the same manner as a notice of a public meeting  
6 under Policy 1400 and shall post a notice at all locations where the meeting recording links are available.  
7 The notice must explain the reason the meeting was not recorded and describe the steps taken to remedy  
8 the failure prior to the next meeting.  
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### 10 Consent Agenda

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

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21 Appropriate minutes of all meetings required to be open must be kept and must be available for inspection  
22 by the public. If an audio recording of a meeting is made and designated as official, the recording  
23 constitutes the office record of the meeting. If an official recording is made, a written record of the  
24 meeting must also be made and must also include:  
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- 26 • Date, time, and place of the meeting;
- 27 • Presiding officer;
- 28 • Board members recorded as absent or present;
- 29 • Summary of discussion on all matters discussed (including those matters discussed during the  
30 "public comment" section), proposed, deliberated, or decided, and a record of any votes taken;
- 31 • Detailed statement of all expenditures;
- 32 • Purpose of recessing to closed session; and
- 33 • Time of adjournment.

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

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

Electronic Participation

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

If the Board allows a member to participate electronically, the member will be considered present and will have his or her actual physical presence excused. The member shall be counted present for purposes of convening a quorum. The Clerk will document it in the minutes, when members participate in the meeting electronically.

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

Meeting Conduct and Order of Business

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

Rescind a Motion

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

Cross Reference: 1441 Audience Participation

Legal References:	§ 2-3-103, MCA	Public participation - governor to ensure guidelines adopted
	§ 2-3-202, MCA	Meeting defined
	§ 2-3-212, MCA	Minutes of meetings – public inspection
	§ 2-3-213, MCA	Recording of meetings
	§ 20-1-212, MCA	Destruction of records by school officer
	§ 20-3-322, MCA	Meetings and quorum
	§ 20-3-323, MCA	District policy and record of acts
	<i>Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005</i>	

Policy History:

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