

THE BOARD OF TRUSTEES

1 Board Meetings

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3 Meetings of the Board and/or committees of the Board must occur at a duly called and legally
4 conducted meeting. "Meeting" is defined as the convening of a quorum of the constituent
5 membership of the Board, whether in person or by means of electronic equipment, to hear,
6 discuss, or act upon a matter over which the Board has supervision, control, jurisdiction, or
7 advisory power.

8
9 Regular Meetings

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11 Unless otherwise specified, all meetings will take place in the Jefferson High School Library.
12 Regular meetings shall take place at 6:30 p.m. on the third (3rd) Tuesday of each month, or at
13 other times and places determined by a majority vote. Except for an unforeseen emergency,
14 meetings must be held in school buildings or, upon the unanimous vote of the Trustees, in a
15 publicly accessible building located within the District. If regular meetings are scheduled at
16 places other than as stated above or are adjourned to times other than the regular meeting time,
17 notice of the meeting shall be made in the same manner as provided for special meetings. The
18 Trustees may meet outside the boundaries of the school district for collaboration or cooperation
19 on educational issues with other school boards, educational agencies, or cooperatives. Adequate
20 notice of the meeting as well as an agenda must be provided to the public in advance. Decision
21 making may only occur at a properly noticed meeting held within the school district's
22 boundaries. When a meeting date falls on a legal holiday, the meeting shall take place the next
23 business day.

24
25 Emergency Meetings

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27 In the event of an emergency involving possible personal injury or property damage, the Board
28 may meet immediately and take official action without prior notification.

29
30 Budget Meetings

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32 Between July 1 and August 10 of each year, the Clerk shall publish a notice stating the date,
33 time, and place trustees will meet for the purpose of considering and adopting a final budget for
34 the District, stating that the meeting of the trustees may be continued from day to day until final
35 adoption of a District budget and that any taxpayer in the District may appear at the meeting and
36 be heard for or against any part of the budget. This notice shall be published in the *Boulder*
37 *Monitor*.

38
39 On the date and at the time and place stated in the published notice (on or before August 20)
40 trustees shall meet to consider all budget information and any attachments required by law. The
41 meeting may continue from day to day; however, the Board must adopt a final budget not later
42 than August 25.

43
44 Special Meetings

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46 Special meetings may be called by the Chairman or by any two (2) trustees. A written notice of
47 a special meeting, stating the purpose of the meeting, shall be delivered to every trustee not less
48 than forty-eight (48) hours before the time of the meeting, except that the 48-hour notice is

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1 Waived in an unforeseen emergency as stated in 20-3-322(5), MCA. Such written notice shall be
 2 posted within the District in a manner that will receive public attention. Written notice also
 3 shall be sent not less than twenty-four (24) hours prior to the meeting, to each newspaper and radio
 4 or television station that has filed a written request for such notices. **Business transacted at a
 5 special meeting will be limited to that stated in the notice of the meeting.**
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7 Closed Sessions
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9 Under Montana law, the Board may meet in closed sessions to consider matters of individual
 10 privacy. Before closing a meeting, the presiding officer must determine that the demands of
 11 individual privacy exceed the merits of public disclosure and so state publicly before going into
 12 closed session. The Board also may go into closed session to discuss a strategy to be followed with
 13 respect to litigation, when an open meeting would have a detrimental effect on the litigating position
 14 of the District. This exception does not apply if the litigation involves only public bodies or
 15 associations as parties. Before closing a meeting for litigation purposes, the District may wish to
 16 consult legal counsel on the appropriateness of this action. No formal action shall take place during
 17 any closed session.
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19 Legal References:	§ 2-3-103, MCA	Public participation – governor to insure
20		guidelines adopted
21	§ 2-3-104, MCA	Requirements for compliance with notice
22		provisions
23	§ 2-3-105, MCA	Supplemental notice by radio or television
24	§ 2-3-201, MCA	Legislative intent – liberal construction
25	§ 2-3-203, MCA	Meetings of public agencies and certain
26		associations of public agencies to be open to
27		public – exceptions
28	§ 20-3-322, MCA	Meeting and quorum
29	§ 20-9-115, MCA	Notice of final budget meeting
30	§ 20-9-131, MCA	Final budget meeting
31	10.55.701, ARM	Board of Trustees
32		

33 Policy History:

34 Adopted on: February 2007
 35 Reviewed on:
 36 Revised on: November 15, 2011, January 2016
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38 *Note: Lines 11-14 (page 1) were added, by legislative action, allowing full boards to meet outside*
 39 *of their district, with other boards, for purposes of educational issues.*
 40 *Note: The dates in the “Budget Meetings” section were changed based on 2011 Legislature and the*
 41 *addition of legal reference on line 27.*
 42

43 *January 2016 revision note: Add paragraph below “Board meetings” header. Added language*
 44 *notice that meeting notice postings be in a matter that will receive public attention.*