

THE BOARD OF TRUSTEES

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School Board Meeting ProcedureAgenda

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

Any topics requested by Board members or members of the public must first be approved by the Board Chair before being placed on the agenda. Citizens wishing to make brief comments about school programs or procedures will follow the public comment procedures in district policy.

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

Copies of the agenda for the current Board meeting, minutes of the previous Board meeting, and relevant supplementary information will be prepared and distributed to each trustee at least forty-eight (48) hours in advance of a Board meeting and will be available to any interested citizen at the Superintendent’s office forty-eight (48) hours before a Board meeting. An agenda for other types of Board meetings will be prepared, if circumstances require an agenda.

Consent Agenda

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

Minutes

Appropriate minutes of all meetings required to be open must be kept and must be available for inspection by the public. If an audio recording of a meeting is made and designated as official, the recording constitutes the office record of the meeting. If an official recording is made, a written record of the meeting must also be made and must also include:

- Date, time, and place of the meeting;

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- 1 • Presiding officer;
- 2 • Board members recorded as absent or present;
- 3 • Summary of discussion on all matters discussed (including those matters discussed
- 4 during the “public comment” section), proposed, deliberated, or decided, and a record of any
- 5 votes taken;
- 6 • Detailed statement of all expenditures;
- 7 • Purpose of recessing to closed session; and
- 8 • Time of adjournment.

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10
11 If the minutes are recorded and designated as the official record, a log or time stamp for each
12 main agenda item is required for the purpose of providing assistance to the public in accessing
13 that portion of the meeting.

14
15 Unofficial minutes shall be delivered to Board members in advance of the next regularly
16 scheduled meeting of the Board. Minutes need not be read publicly, provided that Board
17 members have had an opportunity to review them before adoption. A file of permanent minutes
18 of Board meetings shall be maintained in the office of the Clerk, to be made available for
19 inspection upon request. A written copy shall be made available within five (5) working days
20 following approval by the Board.

21
22 Quorum

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

28
29 Electronic Participation

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31 The Board may allow members to participate in meetings by telephone or other electronic
32 means. Board members may not simply vote electronically, but must be connected with the
33 meeting throughout the discussion of business.

34 If a Board member electronically joins the meeting after an item of business has been opened,
35 the remotely located member shall not participate until the next item of business is opened. If the
36 Board allows a member to participate electronically, the member will be considered present and
37 will have his or her actual physical presence excused. The member shall be counted present for
38 purposes of convening a quorum. The Clerk will document it in the minutes when members
39 participate in the meeting electronically.

40
41 Any Board member wishing to participate in a meeting electronically will notify the Board
42 chairperson and superintendent as early as possible. The superintendent will arrange for the
43 meeting to take place in a location with the appropriate equipment so that Board members
44 participating in the meeting electronically may interact and the public may observe or hear the

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1 comments made. The superintendent will take measures to verify the identity of any remotely
2 located participants.

3
4 Meeting Conduct and Order of Business

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

10
11 Rescind a Motion

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13 A motion to rescind (cancel previous action) may be made anytime by any trustee that voted on
14 the prevailing side of the motion being considered for revision. A motion to rescind must be
15 properly noticed on the Board agenda for the meeting. It is in order any time prior to
16 accomplishment of the underlying action addressed by the motion.

17
18 Cross Reference: 1441 Audience Participation

19
20 Legal References: § 2-3-103, MCA Public participation - governor to ensure guidelines
21 adopted
22 § 2-3-202, MCA Meeting defined
23 § 2-3-212, MCA Minutes of meetings – public inspection
24 § 20-1-212, MCA Destruction of records by school officer
25 § 20-3-322, MCA Meetings and quorum
26 § 20-3-323, MCA District policy and record of acts Jones and Nash v.
27 Missoula Co., 2006 MT2, 330 Mont 2005
28

29 Policy History:

30 Adopted on: February 2007

31 Revised on: October 2011, March 2020
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33 *Note: First revision was addition of Legal Reference 2-3-202, MCA. Second revision was the*
34 *addition of the "Rescind a Motion" language.*

35 *Note: Third revision was the addition of language for recorded minutes (lines 3-6 and 22-24 of*
36 *page 2). It also included a revision of the "Rescind a Motion" language.*

37 *Note: 2018 revision clarified responsibilities and requirements regarding construction of agenda*