

1 Great Falls School District

2  
3 **THE BOARD OF TRUSTEES**

1400

4  
5 Board Meetings

6  
7 Regular Meetings

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9 Unless otherwise specified, all meetings will be held in the District Administration Offices.  
10 Regular meetings shall be held at 5:30 p.m. on the second (2nd) and fourth (4th) Mondays of  
11 every month except July, August, October, December and February. July, October, December,  
12 and February will have at least one (1) meeting per month. August meetings may be held the first  
13 (1<sup>st</sup>) and third (3<sup>rd</sup>) Mondays to accommodate budget adoption. Except for an unforeseen  
14 emergency, meetings must be held in a school building or upon the unanimous vote of the  
15 trustees, in a publicly accessible building located within the District. If regular meetings are to  
16 be held at places other than the place stated above, or are adjourned to times other than the  
17 regular meeting time, notice of the meeting shall be made in the same manner as provided for  
18 special meetings. The trustees may meet outside the boundaries of the District for collaboration  
19 or cooperation on educational issues with other school boards, educational agencies, or  
20 cooperatives. Adequate notice of the meeting, as well as an agenda must be provided to the  
21 public in advance. Decision making may only occur at a properly noticed meeting held within  
22 the District's boundaries. When a meeting date falls on a school holiday, the meeting may take  
23 place the next business day.

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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<sup>st</sup> and August 10<sup>th</sup> of each year, the Clerk shall publish a notice stating the date,  
33 time and place the trustees will meet for the purpose of considering and adopting the final budget  
34 of the District, stating that the meeting of the trustees may be continued from day-to-day until the  
35 final adoption of the District's budget, and stating that any taxpayer in the District may appear at  
36 the meeting and be heard for or against any part of the budget. This notice shall be published in  
37 the Great Falls Tribune.

38 On the date and at the time and place stated in the published notice (on or before August 20<sup>th</sup>),  
39 the trustees shall meet to consider all budget information and any attachments required by law.  
40 The meeting may continue from day to day; however, the Board must adopt the final budget no  
41 later than August 25.

42  
43 Special Meetings

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45 Special meetings may be called by the Chairperson or by any two (2) members of the trustees. A  
46 written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each

1 trustee not less than forty-eight (48) hours prior to the time of the meeting, except that the forty-  
 2 eight-(48)-hour notice is waived in an unforeseen emergency as stated in §20-3-322(5), MCA.  
 3 Such written notice shall be posted conspicuously within the District in a manner that will  
 4 receive public attention. Written notice shall also be sent not less than twenty-four (24) hours  
 5 prior to the meeting to each newspaper and radio or television station that has filed a written  
 6 request for such notices. Business transacted at a special meeting will be limited to that stated in  
 7 the notice of the meeting.

### 8 9 Closed Sessions

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11 Under Montana law, the Board may hold closed sessions to consider matters of individual  
 12 privacy. Prior to closing the meeting, the Board Chairperson must determine that the demands of  
 13 individual privacy exceed the merits of public disclosure and so state publicly before going into  
 14 closed session. The individual or individuals whose privacy right has been determined to be  
 15 infringed may waive the right, and if all individuals with this right waive the right, the meeting  
 16 will be re-opened. The Board Chairperson may also close a meeting to discuss a strategy to be  
 17 followed with respect to litigation when an open meeting would have a detrimental effect on the  
 18 litigating position of the District. Prior to closing the meeting, the Board Chairperson, who is  
 19 encouraged to obtain legal advice, must determine detrimental effect. This exception does not  
 20 apply if the litigation involves only public bodies or associations as parties. No formal action  
 21 shall take place during closed session.

### 22 23 Events or Functions

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25 From time to time there may be events and functions in which a quorum of the Board may be  
 26 present. Board business will not be discussed during those events.

### 27 28 Legal Reference:

29 § 2-2-302, MCA	Appointment of Relative to Office of Trust or Emolument Unlawful – Exceptions – Publication of Notice
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31 § 2-3-103, MCA	Public parties portion
32 § 2-3-104, MCA	Requirements with compliance with notice provisions
33 § 2-3-105, MCA	Supplemental notice by radio or television
34 § 2-3-201, MCA	Legislative intent—liberal construction
35 § 2-3-202, MCA	Meeting defined
36 § 2-3-203, MCA	Meetings of public agencies to be open to public exceptions
37 § 20-9-115, MCA	Notice of final budget meeting
38 § 20-9-131, MCA	Final budget meeting
39 § 20-3-322, MCA	Meeting and quorum
40 10.55.701, ARM	Board of Trustees

### 41 42 Policy History:

43 Adopted on: July 1, 2000  
 44 Revised on: November 12, 2001  
 45 Revised on: June 28, 2010  
 46 Revised on: March 12, 2012

- 1 Revised on: June 23, 2014
- 2 Revised on: May 22, 2017
- 3 Revised on: April 26, 2021