

# 1400 THE BOARD OF TRUSTEES

## Board Meetings

### Regular Meetings

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

### Emergency Meetings

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

### Budget Meetings

Between July 1<sup>st</sup> and August 10<sup>th</sup> of each year, the Clerk shall publish a notice stating the date, time and place the trustees will meet for the purpose of considering and adopting the final budget of the District, stating that the meeting of the trustees may be continued from day-to-day until the final adoption of the District's budget, and stating that any taxpayer in the District may appear at the meeting and be heard for or against any part of the budget. This notice shall be published in the Great Falls Tribune.

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

### Special Meetings

Special meetings may be called by the Chairperson or by any two (2) members of the trustees. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each trustee not less than forty-eight (48) hours prior to the time of the meeting, except that the forty-eight-(48)-hour notice is waived in an unforeseen emergency as stated in §20-3-322(5), MCA.

Such written notice shall be posted conspicuously within the District in a manner that will receive public attention. Written notice shall also be sent not less than twenty-four (24) hours prior to the meeting to each newspaper and radio or television station that has filed a written request for such notices. Business transacted at a special meeting will be limited to that stated in the notice of the meeting.

1 Closed Sessions

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

12 Legal Reference:           § 2-3-103, MCA Public parties portion  
13                               § 2-3-104, MCA Requirements with compliance with notice provisions  
14                               § 2-3-105, MCA Supplemental notice by radio or television  
15                               § 2-3-201, MCA Legislative intent—liberal construction  
16                               § 2-3-202, MCA Meeting defined  
17                               § 2-3-203, MCA Meetings of public agencies to be open to public exceptions  
18                               § 20-9-115, MCA           Notice of final budget meeting  
19                               § 20-9-131, MCA           Final budget meeting  
20                               § 20-3-322, MCA           Meeting and quorum  
21                               10.55.701, ARM Board of Trustees

22 Policy History:

23 Adopted on: July 1, 2000

24 Revised on: November 12, 2001

25 Revised on: June 28, 2010

26 Revised on: March 12, 2012

27 Revised on: June 23, 2014

28 Revised on: May 22, 2017