

4
5 School Board Meeting Procedure Agenda

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7 Public Notice

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9 A written notice of all meetings of the Board, including the agenda, shall be sent to trustees and
10 to the media not less than forty-eight (48) hours prior to the time of the meeting, except that the
11 forty-eight (48) hour notice is waived in an unforeseen emergency as stated in §20-3-322(5),
12 MCA. The written notice of the school board meeting, including the agenda, shall also be posted
13 on the District’s website.

14
15 Business transacted at Board meetings will be limited to that stated in the agenda included in the
16 public notice of the meeting.

17
18 Developing an Agenda

19
20 The agenda for any Board meeting shall be prepared by the Superintendent in consultation with
21 the Board Chairperson. Items submitted by Board members to be placed on the agenda must
22 have prior approval of the Board Chairperson. Individuals may also suggest items to be included
23 on the agenda. Such suggestions must be received by the Superintendent at least 10 calendar
24 days before the Board meeting, unless of immediate importance, and must be approved for
25 inclusion by the Board Chairperson.

26
27 Individuals who wish to be placed on the Board agenda must also notify the Superintendent, in
28 writing, of the request at least ten (10) calendar days before the Board meeting. The request must
29 include the reason for the appearance and must be approved by the Board Chairperson. If the
30 reason for the appearance is a complaint against any District employee, the individual filing the
31 complaint must demonstrate that the Uniform Complaint Procedure (Policies 1770, 3215 and
32 5215) has been followed.

33
34 Individuals wishing to make brief comments about school programs or procedures or items on
35 the agenda need not request placement on the agenda, but may take advantage of one of two
36 basic opportunities to comment at all meetings: (1) the agenda item for public comment on
37 matters not on the agenda and (2) the invitation by the Chairperson for public comment on any
38 item specifically listed on the agenda.

39
40 General Public Comment.

41
42 The agenda must include an item dedicated to general public comment, providing members of
43 the public the opportunity to speak on any public matter under the jurisdiction of the District
44 which is not specifically listed on the agenda. The Board Chairperson may place reasonable
45 limits on public comment to maintain and ensure effective and efficient operations of the Board.
46 The Board shall not take any action on any matter discussed by the public in this portion of the

1 meeting because the matter has not been specifically noticed on the agenda. If the subject of the
2 comment is a complaint against any District employee, the individual filing the complaint must
3 demonstrate that the Uniform Complaint Procedure (Policies 1770, 3215 and 5215) has been
4 followed.

5
6 Item-Specific Public Comment. Although not listed on the agenda, in accordance with Montana
7 law, members of the public will be given an opportunity to comment on any item that is
8 specifically listed on the agenda when that item comes up for discussion and action. As with the
9 general public comment period, the Board Chairperson may place reasonable limits on any
10 agenda item-specific public comment to maintain and ensure effective and efficient operations of
11 the Board. (See 1420F.)

12
13 Copies of the agenda for the current Board meeting, draft minutes of the previous Board
14 meeting, and relevant supplementary information will be distributed to each trustee and will be
15 available to any interested individual at the Superintendent's Office and on the District website at
16 least forty-eight (48) hours in advance of a Board meeting.

17 18 Establishing a Quorum

19
20 No business shall be transacted at any meeting of the Board unless a quorum of the members is
21 present. A majority of the full membership of the Board shall constitute a quorum, whether the
22 individuals are present physically or participate electronically (via speaker telephone; vision net;
23 audio or video conferencing). A majority of the quorum may pass a resolution, except as
24 provided in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.

25 26 Electronic Participation

27
28 The Board may allow members to participate in meetings by telephone or other electronic
29 means. Board members may not simply vote electronically, but must be connected with the
30 meeting throughout the discussion of business. If a Board member electronically joins the
31 meeting after an item of business has been opened, the remotely located member shall not
32 participate until the next item of business is opened.

33
34 If the Board allows a member to participate electronically, the member will be considered
35 present and will have his or her actual physical presence excused. The member shall be counted
36 present for purposes of convening a quorum. The Clerk will document it in the minutes when
37 members participate in the meeting electronically.

38
39 Any Board member wishing to participate in a meeting electronically will notify the Board
40 Chairperson and Superintendent as early as possible. The Superintendent will arrange for the
41 meeting to take place in a location with the appropriate equipment so that Board members
42 participating in the meeting electronically may interact and the public may observe or hear the
43 comments made. The Superintendent will take measures to verify the identity of any remotely
44 located participants.

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46

1 Conducting the Meeting

2
3 General rules of parliamentary procedure shall be used to conduct regular Board meetings.
4 Robert's Rules of Order may be used as a guide at any meeting. The use of proxy votes shall not
5 be permitted. Voting rights are reserved to those trustees in attendance. Voting shall be by
6 acclamation, show of hands, or roll call.

7
8 Rescinding a Motion

9
10 A motion to rescind (cancel previous action) may be made by any trustee at any time. A motion
11 to rescind must be properly noticed on the Board's agenda for the meeting, and does not require
12 prior approval from the Chairperson to be placed on the agenda. A motion to rescind is in order
13 any time prior to accomplishment of the underlying action addressed by the motion.

14
15 Adoption of Agenda

16
17 The first action item of all Board meetings shall be the adoption of the agenda. With consent of a
18 majority of Trustees present, the order of agenda items at any meeting may be changed;
19 however, no new agenda items may be added.

20
21 Approving the Consent Agenda

22
23 To expedite business at its meetings, the Board approves the use of a consent agenda, which
24 include those items considered to be routine in nature. Any item that appears on the consent
25 agenda may be removed by a member of the Board. Any Board member who wishes to remove
26 an item from the consent agenda must give advance notice in a timely manner to the Board
27 Chairperson. Upon removal, the item will be placed as a separate discussion and action item later
28 in the agenda. Remaining items on the consent agenda will be voted on through a single motion.
29 The approved motion will be recorded in the minutes, including a listing of all items appearing
30 on the consent agenda.

31
32 Providing Minutes

33
34 The Clerk shall keep written minutes of all open Board meetings, which shall be signed by the
35 Chairperson and the Clerk. The minutes shall include:

- 36
- 37 • The date, time and place of the meeting;
 - 38 • The presiding officer;
 - 39 • Board members recorded as absent or present;
 - 40 • A summary of discussion on all matters discussed (including those matters discussed
41 during the "public comment" section), proposed, deliberated, or decided, and a record of
42 any votes taken;
 - 43 • A detailed statement of all expenditures;
 - 44 • Purpose of recessing to executive session; and
 - 45 • Time of adjournment.
- 46

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

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8 Cross Reference:

9 Policy 1420P Notice Regarding Public Comment
10 Policy 1441 Audience Participation
11 Policy 1441R Audience Participation
12 Policy 1770 Uniform Complaint Procedure
13 Policy 3215 Uniform Complaint Procedure
14 Policy 5215 Uniform Complaint Procedure

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16 Legal Reference:

17 § 2-3-103, MCA Public participation - governor to ensure guidelines adopted
18 § 2-3-202, MCA Meeting Defined
19 § 2-3-212, MCA Minutes of meetings
20 § 20-1-212, MCA Destruction of old records by an officer
21 § 20-3-323, MCA District policy and record of acts
22 § 20-3-322(5), MCA Meetings and quorum
23 Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005

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25 Policy History:

26 Adopted on: July 1, 2000
27 Revised on: February 14, 2005
28 Revised on: April 24, 2006
29 Revised on: December 9, 2013
30 Revised on: October 12, 2020