

BOARD OF TRUSTEES

Meetings

Regular Meetings

Regular meetings will usually be held on the second and fourth Tuesdays of every month at 6:00 p.m. in the Board Room of the Business Building. Except for an unforeseen emergency, meetings must be held in a school building or, upon the unanimous vote of the trustees, in a publicly-owned 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 legal holiday, the meeting shall 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.

Special Meetings

Special meetings may be called by the Board Chair 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 state 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.

Budget Meetings

Between July 1 and August 10 of each year, the Clerk shall publish a notice stating the date, time, and place trustees will meet for the purpose of considering and adopting a final budget for the District, stating that the meeting of the trustees may be continued from day to day until final adoption of a District budget and 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 *Missoulian* on or before August 20.

On the date and at the time and place stated in the published notice, 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 a final budget not later than August 25.

Closed Sessions

Under Montana law, the Board may meet in closed sessions to consider matters of individual privacy. Before closing a meeting, the presiding officer must determine that the demands of individual privacy exceed the merits of public disclosure and so state publicly before going into closed session. The Board also may go into closed session to discuss a strategy to be followed with respect to litigation, when an open meeting would have a detrimental effect on the litigating position of the District. This exception does not apply if the litigation involves only public bodies or associations as parties. Before closing a meeting for litigation purposes, the District may wish to consult legal counsel on the appropriateness of this action. No formal action shall take place during any closed session.

Legal Reference:	2-3-103, MCA	Public parties portion
	2-3-104, MCA	Requirements with compliance with notice provisions
	2-3-105, MCA	Supplemental notice by radio or television
	2-3-201, MCA	Legislative intent
	2-3-203, MCA	Meetings of public agencies to be open to public - exceptions
	20-9-131, MCA	Final budget meeting
	20-9-115, MCA	Notice of final budget meeting
	10.55.701, ARM	Board of Trustees
	20-3-322, MCA	Meeting and quorum

Policy History:

Adopted on: October 8, 1996

Revisions adopted on: December 9, 1997

Revised at PN&P on: August 31, 2011 and posted for public comment.

Approved on: October 11, 2011

Suspended on: April 14, 2015

Revision approved on: July 12, 2016 and posted for public comment.

Approved on: August 18, 2016