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3 School Board Meeting Procedure Agenda

4 **Public Notice**

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

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11 Business transacted at board meetings will be limited to that stated in the agenda included in the  
12 public notice of the meeting.

13 **Developing an Agenda**

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

20 Individuals who wish to be placed on the Board agenda must also notify the Superintendent, in writing,  
21 of the request at least ten (10) calendar days before the Board meeting. The request must include  
22 the reason for the appearance and must be approved by the Board Chairperson. If the reason for the  
23 appearance is a complaint against any District employee, the individual filing the complaint must  
24 demonstrate that the Uniform Complaint Procedure (Policy 1700) has been followed.

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

30 1. General Public Comment. The agenda must include an item dedicated to general public comment,  
31 providing members of the public the opportunity to speak on any public matter under the  
32 jurisdiction of the District which is not specifically listed on the agenda. The Board Chairperson  
33 may place reasonable limits on public comment to maintain and ensure effective and efficient  
34 operations of the Board. The Board shall not take any action on any matter discussed by the public  
35 in this portion of the meeting because the matter has not been specifically noticed on the agenda.  
36 If the subject of the comment is a complaint against any District employee, the individual filing  
37 the complaint must demonstrate that the Uniform Complaint Procedure (Policy 1700) has been  
38 followed.

39 2. Item-Specific Public Comment. Although not listed on the agenda, in accordance with Montana  
40 law, members of the public will be given an opportunity to comment on any item that is specifically  
41 listed on the agenda when that item comes up for discussion and action. As with the general public  
42 comment period, the Board Chairperson may place reasonable limits on any agenda item-specific  
43 public comment to maintain and ensure effective and efficient operations of the Board. (See  
44 1420F.)

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

### 5 **Establishing a Quorum**

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7 No business shall be transacted at any meeting of the Board unless a quorum of the members is  
8 present. A majority of the full membership of the Board shall constitute a quorum, whether the  
9 individuals are present physically or present electronically (via speaker telephone; vision net; audio or  
10 video conferencing). A majority of the quorum may pass a resolution, except as provided in § 20-4-  
11 203(1), MCA, and § 20-4-401(4), MCA.

### 12 **Electronic Participation**

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

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

22 Any Board member wishing to participate in a meeting electronically will notify the Board chairperson  
23 and superintendent as early as possible. The superintendent will arrange for the meeting to take place  
24 in a location with the appropriate equipment so that Board members participating in the meeting  
25 electronically may interact and the public may observe or hear the comments made. The  
26 superintendent will take measures to verify the identity of any remotely located participants.

### 27 **Conducting the Meeting**

28 General rules of parliamentary procedure shall be used to conduct regular Board meetings. Robert's  
29 Rules of Order may be used as a guide at any meeting. The use of proxy votes shall not be permitted.  
30 Voting rights are reserved to those trustees in attendance. Voting shall be by acclamation or show of  
31 hands.

### 32 **Rescinding a Motion**

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

### 37 **Adoption of Agenda**

38 The first action item of all Board meetings shall be the adoption of the agenda. With consent of a  
39 majority of trustees present, the order of agenda items at any meeting may be changed; however, no  
40 new agenda items may be added.

1 **Approving the Consent Agenda**

2 To expedite business at its meetings, the Board approves the use of a consent agenda, which include  
3 those items considered to be routine in nature. Any item that appears on the consent agenda may be  
4 removed by a member of the Board. Any Board member who wishes to remove an item from the  
5 consent agenda must give advance notice in a timely manner to the Superintendent. Upon removal,  
6 the item will be placed as a separate discussion and action item later in the agenda. Remaining items  
7 on the consent agenda will be voted on through a single motion. The approved motion will be recorded  
8 in the minutes, including a listing of all items appearing on the consent agenda.

9 **Providing Minutes**

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

- 13 • The date, time and place of the meeting;
- 14 • The presiding officer;
- 15 • Board members recorded as absent or present;
- 16 • A summary of discussion on all matters discussed (including those matters discussed during  
17 the "public comment" section), proposed, deliberated, or decided, and a record of any votes  
18 taken;
- 19 • A detailed statement of all expenditures;
- 20 • Purpose of recessing to executive session; and
- 21 • Time of adjournment.

22 When issues are discussed that may require a detailed record, the Board may direct the Clerk to record  
23 the discussion verbatim. Any verbatim record may be destroyed after the minutes have been  
24 approved, pursuant to § 20-1-212, MCA.

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

30 Legal Reference:

- 31 1441 Audience Participation
- 32 3215 Uniform Grievance Procedure
- 33 §2-3-103, MCA Public participation - governor to ensure guidelines adopted
- 34 § 2-3-212, MCA Minutes of meetings
- 35 § 20-1-212, MCA Destruction of old records by an officer
- 36 § 20-3-323, MCA District policy and record of acts
- 37 § 20-3-322(5), MCA Meetings and quorum
- 38 Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005

39 Policy History:

- 40 Adopted on: July 1, 2000
- 41 Revised on: February 14, 2005

- 1 Revised on: April 24, 2006
- 2 Revised on: December 9, 2013