

**SCHOOL DISTRICT ORGANIZATION****School Board Meeting Procedure***Agenda*

All meetings shall be guided by an agenda prepared and delivered in advance to all Board members and to other persons upon request. The Superintendent shall prepare agendas in consultation with the Chair or presiding officer. Items submitted by Board members or other individuals may be included on the agenda. Individuals or groups that would like to address the Board through an agenda item must submit a request to the Superintendent in writing at least seven (7) days prior to the regular Board meeting. The notification must include the reason for the request. The Superintendent may determine that the individuals or groups must follow the uniform grievance procedure in order to appear before the Board and refer the individuals or groups to the appropriate step on that procedure.

All agendas must contain a public comment section to allow members of the public to comment on any public matter under the jurisdiction of the District that is not specifically listed on the agenda. Contested cases and other adjudicative proceedings are not appropriate topics in the public comment section. The presiding officer may place reasonable time limits on the comments received during this section of the meeting to ensure effective and efficient operations of the Board. The Board may not take action during that meeting on any matter discussed in the public comment section.

Board packets will be distributed to Board members not less than 48 hours prior to the meeting. This material shall be available to the public not less than 48 hours prior to the meeting.

*Quorum*

Four (4) members the Elementary Board shall constitute a quorum of that Board. Five (5) members of the High School Board shall constitute a quorum of that Board. If there is less than a quorum present at a Board meeting, the members may not hear, act upon or discuss any business. Board members may be present physically or present via electronic means to establish a quorum. Unless otherwise provided by law, affirmative votes by a majority of the membership of the Board are required to approve any action under consideration.

*Minutes*

The Clerk or the Clerk's designee shall keep written minutes of all meetings which are open to the public. The approved minutes must be signed by the Chair and the Clerk. The minutes must include:

- the date, time and place of the meeting;
- the name of the presiding officer;
- a record of Board members present and absent;
- a summary of the discussion on all matters discussed, proposed, deliberated or decided, and a record of any motions made and votes taken;
- a detailed statement of all expenditures;

- the purpose of recessing into closed session; and
- the time of adjournment.

The Clerk shall keep minutes of educationally related student disciplinary actions taken by the Board, including those portions held in closed session. The Board shall keep minutes of all closed sessions. Minutes taken during closed sessions shall be sealed.

The Board may direct the Clerk to make a verbatim record of any meeting. Any verbatim recording may be destroyed after the minutes are approved. A file of permanent minutes of all meetings shall be maintained in the office of the Clerk. A written copy of the minutes shall be made available to the public within five (5) days following approval by the Board. Sealed minutes taken during any closed session of the Board shall not be made available to the public absent a court order.

If the meeting is audio recorded and designated by the Board as the official record, a written record of the meeting must also be made and must include the information specified above. In addition, a log or time stamp for each main agenda item is required for the purpose of providing assistance to the public in accessing that portion of the meeting.

#### *Meeting Conduct and Order of Business*

The Board will use general rules of parliamentary procedure to govern the conduct of its meetings. Robert's Rules of Order shall be used as a guide at any meeting, although rules adopted by the Board and any laws or regulations of the State of Montana in conflict with Robert's Rules of Order shall take precedence. The order of business for each meeting shall be set out on the agenda. The Board may change the order of business by consent or by majority vote.

#### *Voting Method*

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, a majority of the votes cast shall determine its outcome. Voting shall be by acclamation or show of hands. The use of proxy votes or secret ballots is not permitted. Trustees are encouraged to vote on all issues before the Board unless they are prohibited by law from voting on the matter. A trustee may abstain from voting on any issue before the Board.

#### *Public Participation*

The Board recognizes the value of public participation and encourages the public to attend and participate in its meetings. In order to permit the orderly and fair expression of such participation, the Board will solicit oral and/or written comments prior to a final decision on a matter of significant interest to the public. The Chair may place reasonable time limits on public comment and may interrupt or terminate any statement that is out of order, personally directed, abusive, obscene, or too lengthy. Members of the public are encouraged to make comments during the public comment section of the agenda on matters that are of public concern and that are not on that particular agenda. The Chair will recognize individuals or groups for public comment on agenda items after the Board has discussed the issue. Comments may be presented orally or in writing for the Board's consideration.

Legal Reference:     § 2-3-202, MCA Meeting defined  
                          § 2-3-103, MCA Public participation  
                          § 2-3-212, MCA Minutes of meetings  
                          § 20-3-322, MCA Meetings and quorum  
                          § 20-3-323, MCA District policy and record of acts  
                          § 2-3-301, MCA Agency to accept public comment electronically --  
  dissemination of electronic mail address and documents  
  required -- prohibiting fees

Cross Reference:

Policy History:

Adopted on: February 8, 2011

Revised on: October 13, 2015, February 12, 2019