

**SCHOOL DISTRICT ORGANIZATION****Board Meetings**

For all meetings of the Board and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein, as well as the Open Meetings Act. This shall include providing meeting notification to news media that have officially requested it. The agenda for the meeting shall be posted through a link on the website of the newspaper of general circulation in the District, if offered free of charge, or through a link on the District's website or posted to the District's social media site(s). A copy of the agenda will also be posted at the entrance of the Lincoln Center.

Except for an unforeseen emergency or as described below, all meetings must be held in a District building or, by unanimous consent of the Board, in a publicly accessible building located within the District. 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. Decision making must still occur only at properly noticed meetings held within the District's boundaries.

*Regular Meetings*

Unless otherwise specified by the Board, all regular meetings are held on the second Tuesday of the month at 5:30 p.m. at the Lincoln Center, 1325 Poplar Street. If the time or place of a Board meeting is changed, notice shall be given in the same manner as provided for special meetings. The Board may choose to not convene a meeting in the month of July if there is no pressing business to attend to at that time.

*Special Meetings*

Special meetings may be called by the Board Chair or by any 2 members of the trustees. A written notice of a special meeting, stating the purpose of the meeting, must be provided to each trustee not less than 48 hours prior to the time of the meeting. The 48 hour written notice is waived in the event of an unforeseen emergency or to consider a violation of the student code of conduct within a week of graduation. Written notice shall also be sent not less than 24 hours prior to the meeting to each newspaper and radio or television station that has filed a written request for such notices.

*Committee Meetings*

Committee meetings may be called by the Committee Chair and are subject to the requirements of the Open Meetings Act, including notice and posting requirements.

*Budget Meetings*

As required by state law, the Board shall meet to consider all budget information and any attachments required by law. The Board may continue the meeting from day to day but shall adopt the final budget for the District and determine the amounts to be raised by tax levies for the

District not later than the fourth Monday in August and before the fixing of the tax levies for each district.

As required by state law, the Clerk shall publish one notice, in the *Independent Record*, stating the date, time, and place that the Board will meet for the purpose of considering and adopting the final budget.

*Organizational Meeting*

After the issuance of the election certificates to the newly elected trustees in May, and as required by state law, the Board shall convene and elect from among its members a Chair and a Vice-Chair to serve 1 year terms. The Chair shall serve until the next organizational meeting and shall preside at all the meetings of the Board. In addition, the Board shall employ and appoint a competent person as the Clerk of the District at this meeting.

*Emergency Meetings*

In the event of a storm, fire, explosion, community disaster, insurrection, act of God, or other unforeseen destruction or impairment of school district property that affects the health and safety of the trustees, students, or district employees or the educational functions of the district, the Board may meet immediately and take official action without prior notification.

*Closed Session of Any Meeting*

The Board or any committee may hold closed sessions to consider matters of individual privacy or 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. Prior to closing the meeting to consider matters of individual privacy, the presiding officer must determine that the demands of individual privacy exceed the merits of public disclosure. The litigation strategy exception is not available if the litigation involves only public bodies or associations as parties.

Legal References:	§ 2-3-103, MCA	Public participation – governor to ensure guidelines adopted (revised by House Bill 724)
	§ 2-3-104, MCA	Requirements for compliance with notice provisions
	§ 2-3-105, MCA	Supplemental notice by radio or television
	§ 2-3-201, MCA	Legislative intent – liberal construction
	§ 2-3-203, MCA	Meetings of public agencies and certain associations of public agencies to be open to public– exceptions
	§ 20-3-321, MCA	Organization and officers
	§ 20-3-322, MCA	Meeting and quorum (revised by House Bill 724)
	§ 20-9-115, MCA	Notice of final budget meeting
	§ 20-9-131, MCA	Final budget meeting
	10.55.701, ARM	Board of Trustees

Cross Reference:

Policy History:

Adopted on: 2.8. 2011  
Revised on: 4.12.2016, 10.10.2023  
Reviewed on: