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3 **THE BOARD OF TRUSTEES**

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5 Duties of Individual Trustees

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7 The authority of individual trustees is limited to participating in actions taken by the Board as a
8 whole when legally in session. Trustees shall not assume responsibilities of administrators or
9 other staff members. The Board or staff shall not be bound by an action taken or statement made
10 by an individual trustee, except when such statement or action is pursuant to specific instructions
11 and official action taken by the Board.

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13 Each trustee shall review the agenda and attendant materials in advance of a meeting and shall be
14 prepared to participate in discussion and decision making for each agenda item. Each trustee
15 shall visit every school at least once per year to examine its management, conditions, and needs.

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17 All trustees are obligated to attend Board meetings regularly. Whenever possible, a trustee shall
18 give advance notice to the Chairperson or Superintendent, of the trustee’s inability to attend a
19 Board meeting. A majority of the Board may excuse a trustee’s absence from a meeting if
20 requested to do so. The Board shall declare a position vacant after three (3) consecutive
21 unexcused absences from regular Board meetings, or when a trustee has been absent from the
22 District for sixty (60) consecutive days.

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26 Cross Reference: 1113 Vacancies

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28 Legal References: § 20-3-301, MCA Election and term of office
29 § 20-3-308, MCA Vacancy of trustee position
30 § 20-3-324(21), MCA Powers and duties
31 § 20-3-332, MCA Personal immunity and liability of trustees

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33 Policy History:

34 Adopted on:

35 Reviewed on: 2/25/08

36 Revised on: Fall 2003