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3 **THE BOARD OF TRUSTEES**

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5 School Board Meeting Procedure

6  
7 Agenda

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9 The agenda for any Board meeting shall be prepared by the Superintendent. Items submitted by  
10 Board members to be placed on the agenda must have prior approval of the Board Chairperson.  
11 Citizens may also suggest inclusions on the agenda. Such suggestions must be received by the  
12 Superintendent at least five (5) days before the Board meeting, unless of immediate importance.  
13 Individuals who wish to be placed on the Board agenda must also notify the Superintendent, in  
14 writing, of the request. The request must include the reason for the appearance. If the reason for  
15 the appearance is a complaint against any District employee, the individual filing the complaint  
16 must demonstrate the Uniform Complaint Procedure has been followed. Citizens wishing to  
17 make brief comments about school programs or procedures or items on the agenda need not  
18 request placement on the agenda, and may ask for recognition by the Chairperson at the  
19 appropriate time.  
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21 The agenda also must include a “public comment” portion to allow members of the general  
22 public to comment on any public matter under the jurisdiction of the District which is not  
23 specifically listed on the agenda, except that no member of the public will be allowed to  
24 comment on contested cases, other adjudicative proceedings, or personnel matters. The Board  
25 Chairperson may place reasonable time limits on any “public comment” period to maintain and  
26 ensure effective and efficient operations of the Board. The Board shall not take any action on  
27 any matter discussed, unless the matter is specifically noticed on the agenda, and the public has  
28 been allowed opportunity to comment.  
29

30 With consent of a majority of members present, the order of business at any meeting may be  
31 changed. Copies of the agenda for the current Board meeting, minutes of the previous Board  
32 meeting, and relevant supplementary information will be prepared and distributed to each trustee  
33 at least twenty-four (24) hours in advance of a Board meeting and will be available to any  
34 interested citizen at the Superintendent’s office twenty-four (24) hours before a Board meeting.  
35 An agenda for other types of Board meetings will be prepared, if circumstances require an  
36 agenda.  
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38 Consent Agenda

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40 To expedite business at its meetings, the Board approves the use of a consent agenda, which  
41 includes those items considered to be routine in nature. Any item that appears on the consent  
42 agenda may be removed by a member of the Board. Any Board member who wishes to remove  
43 an item from the consent agenda must give advance notice in a timely manner to the  
44 Superintendent. Remaining items will be voted on by a single motion. The approved motion will  
45 be recorded in the minutes, including a listing of all items appearing on the consent agenda.  
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3 Minutes  
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5 Appropriate minutes of all meetings required to be open must be kept and must be available for  
6 inspection by the public. If an audio record of the meeting is made and designated as official,  
7 the recording constitutes the office record of the meeting. If an official recording is made, a  
8 written record of the meeting must also be made and must also include:  
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- 10 • Date, time, and place of the meeting;  
11 • Presiding officer;  
12 • Board members recorded as absent or present;  
13 • Summary of discussion on all matters discussed (including those matters discussed  
14 during the “public comment” section), proposed, deliberated, or decided, and a record of  
15 any votes taken;  
16 • Detailed statement of all expenditures;  
17 • Purpose of recessing to closed session; and  
18 • Time of adjournment.  
19

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

24 If the minutes are recorded and designated as the official record, a log or time stamp for each  
25 main agenda item is required for the purpose of providing assistance to the public in accessing  
26 that portion of the meeting.  
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28 Unofficial minutes shall be delivered to Board members in advance of the next regularly  
29 scheduled meeting of the Board. Minutes need not be read publicly, provided that Board  
30 members have had an opportunity to review them before adoption. A file of permanent minutes  
31 of Board meetings shall be maintained in the office of the Clerk, to be made available for  
32 inspection upon request. A written copy shall be made available within five (5) working days  
33 following approval by the Board.  
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35 Quorum  
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37 No business shall be transacted at any meeting of the Board unless a quorum of its members is  
38 present. A majority of the full membership of the Board shall constitute a quorum, whether the  
39 individuals are present physically or electronically. A majority of the quorum may pass a  
40 resolution, except as provided in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.  
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42 Electronic Participation  
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44 The Board may allow members to participate in meetings by telephone or other electronic  
45 means. Board members may not simply vote electronically but must be connected with the  
46 meeting throughout the discussion of business. If a Board member electronically joins the

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4 meeting after an item of business has been opened, the remotely located member shall not  
5 participate until the next item of business is opened.  
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7 If the Board allows a member to participate electronically, the member will be considered  
8 present and will have his or her actual physical presence excused. The member shall be counted  
9 present for purposes of convening a quorum. The Clerk will document it in the minutes, when  
10 members participate in the meeting electronically.  
11

12 Any Board member wishing to participate in a meeting electronically will notify the Chairperson  
13 and Superintendent as early as possible. The Superintendent will arrange for the meeting to take  
14 place in a location with the appropriate equipment so that Board members participating in the  
15 meeting electronically may interact, and the public may observe or hear the comments made.  
16 The Superintendent will take measures to verify the identity of any remotely located participants.  
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#### 18 Meeting Conduct and Order of Business

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20 General rules of parliamentary procedure are used for every Board meeting. *Robert's Rules of*  
21 *Order* may be used as a guide at any meeting. The order of business shall be reflected on the  
22 agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those  
23 trustees in attendance. Voting shall be by acclamation or show of hands.  
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#### 25 Rescind a Motion

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27 A motion to rescind (cancel previous action) must have a second, must allow for debate, can be  
28 amended, and must have a 2/3 vote of the board if previous notice is given.  
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30 The motion to rescind can be applied to votes on all main motions, with the following  
31 *exceptions*: Votes cannot be rescinded after something has been done as a result of that vote that  
32 the assembly cannot undo; or where it is in the nature of a contract and the other party is informed  
33 of the fact; or, where a resignation has been acted upon, or one has been elected to, or expelled  
34 from, membership or office, and was present or has been officially notified.  
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36 Cross Reference: 1441 Audience Participation  
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38 Legal References: § 2-3-103, MCA Public participation - governor to ensure guidelines  
39 adopted  
40 § 2-3-202, MCA Meeting defined  
41 § 2-3-212, MCA Minutes of meetings – public inspection  
42 § 20-1-212, MCA Destruction of records by school officer  
43 § 20-3-322, MCA Meetings and quorum  
44 § 20-3-323, MCA District policy and record of acts  
45 *Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005*  
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- 1 Policy History:
- 2 Adopted on:
- 3 Reviewed on:
- 4 Revised on: Fall 2003; 2/25/08; 7/13/11