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3 **THE BOARD OF TRUSTEES**

4
5 School Board Meeting Procedure

6
7 Agenda

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9 The authority to set the board agenda lies with the Board Chair in consultation with board members
10 and the administration. The act of preparing the board meeting agendas can be delegated to the
11 Superintendent.

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13 Any topics requested by Board members or members of the public must first be approved by the
14 Board Chair before being placed on the agenda. Citizens wishing to make brief comments about
15 school programs or procedures will follow the public comment procedures in district policy.

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17 The agenda also must include a “public comment” portion to allow members of the general public to
18 comment on any public matter under the jurisdiction of the District which is not specifically listed on
19 the agenda, except that no member of the public will be allowed to comment on contested cases,
20 other adjudicative proceedings, or personnel matters. The Board Chairperson may place reasonable
21 time limits on any “public comment” period to maintain and ensure effective and efficient operations
22 of the Board. The Board shall not take any action on any matter discussed, unless the matter is
23 specifically noticed on the agenda, and the public has been allowed opportunity to comment.

24
25 Copies of the agenda for the current Board meeting, minutes of the previous Board meeting, and
26 relevant supplementary information will be prepared and distributed to each trustee at least forty-
27 eight (48) hours in advance of a Board meeting and will be available to any interested citizen at the
28 Superintendent’s office forty-eight (48) hours before a Board meeting. Agendas serving as the public
29 notice of a meeting will be posted and distributed in accordance with Policy 1400. Agendas shall
30 note the meeting will be recorded in accordance with this policy. Upon convening a meeting, the
31 Board Chair shall announce the meeting is being recorded in accordance with this policy.

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33 Recording and Broadcast

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35 Unless exempt as a third-class district under Section 20-6-201, MCA, and Section 20-6-301, MCA,
36 the District shall record their public meetings as described in Policy 1400 in an audio and video
37 format. The District shall make the audio and video recordings publicly available within 5 business
38 days after the meeting with a link to the recording on the District’s website. If the District does not
39 maintain a website, it shall establish and maintain a social media page and provide a link to the
40 recording on the social media page.

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42 The audio and video recordings created in accordance with this section of the policy are not required
43 to be the official record or minutes of the meeting as detailed elsewhere in the policy. If a recording
44 is not designated as the official record or minutes, the recording may be destroyed after being
45 retained online for 1 year and will no longer be subject to the requirements of Title 2, Chapter 6, for
46 public information requests upon destruction. If a recording is designated as the official record or
47 minutes as specified in this policy, the provisions of the policy as required by Section 2-3-212, MCA,
48 shall apply.

1
2 The District is not required to disrupt or reschedule a meeting if there is a technological failure of
3 the meeting recording. If the recording is not able to be made available on the District’s website or
4 social media site, the District shall prominently post a notice in the same manner as a notice of a
5 public meeting under Policy 1400 and shall post a notice at all locations where the meeting recording
6 links are available. The notice must explain the reason the meeting was not recorded and describe the
7 steps taken to remedy the failure prior to the next meeting.
8

9 **(Optional)** If the District is capturing the audio or video recording of the meeting to be published as
10 required by this section through a platform that is also broadcasting or streaming the meeting, the
11 District shall arrange for the written commenting functionality of the platform to be engaged so
12 citizens using the platform to observe the meeting also have the opportunity to comment in
13 accordance with the provisions Policy 1420F. If the platform does not provide written commenting
14 functionality, the District shall arrange for a dedicated public comment email address for citizens
15 observing the meeting through the broadcast or stream to use to provide public comment. **(End**
16 **Optional Language)**

17 Consent Agenda

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20 To expedite business at its meetings, the Board approves the use of a consent agenda, which includes
21 those items considered to be routine in nature. Any item that appears on the consent agenda may be
22 removed by a member of the Board. Any Board member who wishes to remove an item from the
23 consent agenda must give advance notice in a timely manner to the Superintendent. Remaining items
24 will be voted on by a single motion. The approved motion will be recorded in the minutes, including
25 a listing of all items appearing on the consent agenda.
26

27 Minutes

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29 Appropriate minutes of all meetings required to be open must be kept and must be available for
30 inspection by the public. **[(Optional)** If an audio recording of a meeting is made and designated as
31 official, the recording constitutes the office record of the meeting. If an official recording is made, a
32 written record of the meeting must also be made and must also include:
33

- 34 • Date, time, and place of the meeting;
- 35 • Presiding officer;
- 36 • Board members recorded as absent or present;
- 37 • Summary of discussion on all matters discussed (including those matters discussed during the
38 “public comment” section), proposed, deliberated, or decided, and a record of any votes
39 taken;
- 40 • Detailed statement of all expenditures;
- 41 • Purpose of recessing to closed session; and
- 42 • Time of adjournment.

43
44 If the minutes are recorded and designated as the official record, a log or time stamp for each main
45 agenda item is required for the purpose of providing assistance to the public in accessing that portion
46 of the meeting. **(end optional language)]**
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1 Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled
2 meeting of the Board. Minutes need not be read publicly, provided that Board members have had an
3 opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be
4 maintained in the office of the Clerk, to be made available for inspection upon request. A written
5 copy shall be made available within five (5) working days following approval by the Board.
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7 Quorum

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9 No business shall be transacted at any meeting of the Board unless a quorum of its members is
10 present. A majority of the full membership of the Board shall constitute a quorum, whether the
11 individuals are present physically or electronically. A majority of the quorum may pass a resolution,
12 except as provided in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.
13

14 Electronic Participation

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16 The Board may allow members to participate in meetings by telephone or other electronic means.
17 Board members may not simply vote electronically but must be connected with the meeting
18 throughout the discussion of business. If a Board member electronically joins the meeting after an
19 item of business has been opened, the remotely located member shall not participate until the next
20 item of business is opened.
21

22 If the Board allows a member to participate electronically, the member will be considered present
23 and will have his or her actual physical presence excused. The member shall be counted present for
24 purposes of convening a quorum. The Clerk will document it in the minutes, when members
25 participate in the meeting electronically.
26

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

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35 General rules of parliamentary procedure are used for every Board meeting. *Robert's Rules of Order*
36 may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The
37 use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance.
38 Voting shall be by acclamation or show of hands.
39

40 Rescind a Motion

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42 A motion to rescind or cancel previous action may be made anytime by any trustee. A motion to
43 rescind must be properly noticed on the Board's agenda for the meeting. It is in order any time prior
44 to accomplishment of the underlying action addressed by the motion.
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46 Cross Reference: 1441 Audience Participation

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48 Legal References: § 2-3-103, MCA Public participation - governor to ensure guidelines
49 adopted

1	§ 2-3-202, MCA	Meeting defined
2	§ 2-3-212, MCA	Minutes of meetings – public inspection
3	§ 2-3-213, MCA	Recording of meetings
4	§ 20-1-212, MCA	Destruction of records by school officer
5	§ 20-3-322, MCA	Meetings and quorum
6	§ 20-3-323, MCA	District policy and record of acts
7	<i>Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005</i>	
8		

9 Policy History:

10 Adopted on:

11 Reviewed on:

12 Revised on: