

**Billings School District 2**

**THE BOARD OF TRUSTEES**

Duties of Individual Trustees

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

Each trustee shall review the agenda and attendant materials in advance of a meeting and shall be prepared to participate in discussion and decision making for each agenda item. At least one member of the Board shall visit each school in the District each year, as scheduled by the Board, to examine its management, conditions, and needs.

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

Cross References: 1112 Resignation and Vacancies

<u>Legal References:</u>	§ 20-3-301, MCA	Election and term of office
	§ 20-3-308, MCA	Vacancy of trustee position
	§ 20-3-324(22), MCA	Powers and duties
	§ 20-3-332, MCA	Personal immunity and liability of trustees

Policy History:

First Reading:	January 19, 2004 – Board of Trustees
Second Reading:	February 16, 2004 - Board of Trustees
Third Reading:	March 15, 2004 - Board of Trustees
Adopted on:	March 15, 2004
Effective on:	March 15, 2004
Revised on:	