

THE BOARD OF TRUSTEES

Board Agendas, Minutes, Quorum, Meeting Conduct and Order of Business

Agenda Setting

Each month, the Chair, Vice Chair and Board Committee Chairs shall meet to set the Board's agenda. The agenda setting meeting shall be a public meeting and properly noticed. Any Board member is welcome and encouraged to attend the agenda setting meeting. The purpose of the agenda setting meeting is to review pending issues and to determine how particular pending issues should be addressed by the Board. Typically, the Board members attending the agenda setting meeting will determine which pending issues will be referred to the Superintendent for research or action, which pending issues will be referred to a Board Committee, which pending issues will be placed on the agenda for a Board meeting, and the approximate timeframe for consideration and action. The Superintendent and any Board member may bring an issue to the agenda setting meeting for referral to a Committee or to the Board's agenda.

Public Submission of Agenda Items

Community members may make comments at Board meetings as described in Board policy and Montana law. Community members may also request the Board to consider a particular item as part of its agenda by submitting the item in writing to the Superintendent. The written request must include information about the item and the name, address and telephone number of the community member making the request. The Superintendent may request additional information from the community member before submitting the item for placement on the Board's agenda. The Superintendent may design a paper or electronic form through which community members may request Board consideration. Any item submitted to the Superintendent will be considered for placement on the Board's agenda as described below. If a suggested agenda item is a complaint against any District employee, the individual filing the complaint must demonstrate that the Uniform Complaint Procedure was followed.

Board and Board Committees Agendas

After the monthly agenda setting meeting, the agenda for any Board meeting shall be prepared by the Superintendent in cooperation with the Board Chair. Agendas for all Board committee meetings will be prepared by the Superintendent's liaison in consultation with the committee chair and the Superintendent.

All Board and Board Committee agendas must include an item allowing public comment on any public matter that is not on the agenda of the meeting and that is within the jurisdiction of the District. To preserve individual privacy interests, members of the public are requested to refrain from commenting on personnel matters at public meetings.

The Board or Board Committee may not take action on any matter discussed unless specific notice of that matter is included on an agenda and public comment has been allowed on that matter. The Board Chair, or in the case of a Board Committee, the Committee Chair may place reasonable time limits on any “public comment” period to maintain and ensure effective and efficient operations of the Board and its Committees. Public comment received at a meeting must be incorporated into the official minutes of the meeting.

With consent of a majority of members present, the order of business at any meeting may be changed. Copies of the agenda for a scheduled Board meeting, minutes of the previous Board meeting, and relevant supplementary information will be prepared and distributed to each trustee at least forty-eight (48) hours in advance of a Board meeting and will be available to any interested citizen at the Superintendent’s office twenty-four (24) hours before a Board meeting. An agenda for other kinds of Board meetings will be prepared if circumstances require an agenda.

Consent Agenda

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

Minutes

The Clerk shall keep written minutes of all open Board meetings, which shall be signed by the Chairman and the Clerk. The minutes shall include

- date, time, and place of the meeting;
- presiding officer;
- board members recorded as absent or present;
- summary of discussion on all matters discussed (including those matters discussed during the “public comment” section), proposed, deliberated, or decided, and a record of any votes taken;
- detailed statement of all expenditures;
- purpose of recessing to closed session; and
- time of adjournment.

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

Unofficial minutes shall be delivered to Board members in advance of the next regularly

scheduled meeting of the Board. Minutes need not be read publicly, provided that Board members have had an opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be maintained in the office of the Clerk, to be made available for inspection upon the request. A written copy shall be made available within five (5) working days following approval by the Board.

Quorum

No business (i.e., hearing, discussing, acting on any matter) shall be transacted at any meeting of the Board unless a quorum of its members is present. A majority of the full membership of the Board shall constitute a quorum, whether the individuals are present in person or by means of electronic or telephonic equipment. A majority of the quorum may pass a resolution, except as provided in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.

Meeting Conduct and Order of Business

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

<u>Cross References:</u>	1441	Audience Participation
<u>Legal References:</u>	§ 2-3-103, MCA	Public participation - governor to ensure guidelines adopted
	§ 2-3-212, MCA	Minutes of meetings – public inspection
	§ 20-1-212, MCA	Destruction of records by school officer
	§ 20-3-322, MCA	Meetings and quorum
	§ 20-3-323, MCA	District policy and record of acts

Policy History:

First Reading:	January 19, 2004 – Board of Trustees
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