

Lewistown School District

THE BOARD OF TRUSTEES

1400

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Board Meetings

Regular Meetings

Unless otherwise specified, all meetings will be held in the Lincoln Board Room, 215 7th Avenue South, Lewistown, Montana. Regular meetings shall be held on the second Monday of each month at 6:00 p.m. Except for an unforeseen emergency, meetings must be held in a school building or in a publicly owned building located within the District. If regular meetings are to be held at places other than the place stated above or are adjourned to times other than the regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings.

Emergency Meetings

In the event of an emergency involving possible personal injury or property damage, the Board may meet immediately and take official action without prior notification.

Budget Meetings

Between July 1st and August 4th of each year, the Clerk shall publish a notice stating the date, time, and place the trustees will meet for the purpose of considering and adopting the final budget of the District, stating that the meeting of the trustees may be continued from day to day until the final adoption of the District's budget, and stating that any taxpayer in the District may appear at the meeting and be heard for or against any part of the budget. This notice shall be published in the *Lewistown News-Argus*.

On the date and at the time and place stated in the published notice (on or before August 15th), the trustees shall meet to consider all budget information and any attachments required by law. The meeting may continue from day to day; however, the Board must adopt the final budget not later than the fourth (4th) Monday in August.

Special Meetings

Special meetings may be called by the Chairman or by any two (2) trustees. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each trustee not less than forty-eight (48) hours prior to the time of the meeting. Such written notice shall be posted conspicuously within the District in a manner that will receive public attention. Written notice shall also be sent not less than twenty-four (24) hours prior to the meeting, to each newspaper and radio or television station that has filed a written request for such notices. **Business transacted at a special meeting will be limited to that stated in the notice of the meeting.**

1400

Executive Sessions

Under Montana law, the Board may hold closed or executive sessions to consider matters of individual privacy. Prior to closing the meeting, the presiding officer must determine that the demands of individual privacy exceed the merits of public disclosure. The Board may also close a meeting to discuss a strategy to be followed with respect to litigation, when an open meeting would have a detrimental effect on the litigating position of the District. This exception does not apply if the litigation involves only public bodies or associations as parties. Prior to closing a meeting for this purpose, it is recommended that the District obtain legal advice on the appropriateness of this action. No formal action shall take place during executive session.

Legal Reference:	2-3-103, MCA	Public participation - governor to insure guidelines adopted
	2-3-104, MCA	Requirements for compliance with notice provisions
	2-3-105, MCA	Supplemental notice by radio or television
	2-3-201, MCA	Legislative intent - liberal construction
	2-3-203, MCA	Meetings of public agencies and certain associations of public agencies to be open to public - exceptions
	20-3-322, MCA	Meeting and quorum
	20-9-131, MCA	Final budget meeting
	10.55.701, ARM	Board of Trustees

Policy History:

Adopted on: June 28, 2004

Revised on: October 24, 2011

Revised on: March 10, 2014