

Policy 1400: Board Meetings

Status: ADOPTED

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Board Meetings

Meetings of the Board and/or committees of the Board must occur at a duly called and legally conducted meeting. "Meeting" is defined as the convening of a quorum of the constituent membership of the Board, whether in person or by means of electronic equipment, to hear, discuss, or act upon a matter over which the Board has supervision, control, jurisdiction, or advisory power.

Notice of Meetings

Unless otherwise required by law and policy, the District shall publish an agenda for each type of meeting included in this policy with a minimum of 48 hour's notice to the public as follows:

- A. if a newspaper of general circulation in the county where the District is located publishes electronic notices and links to meeting agendas free of charge to the District on the newspaper's website, the District shall provide the notice and agenda to the newspaper to post on the newspaper's website;
- B. if the District does not have an option to post notices and links to meeting agendas free of charge, the District shall provide adequate notice of a meeting by doing at least one of the following:
 - 1. posting a link to the meeting agenda on the District's primary website; or
 - 2. posting the agenda on the social media site of the District.
- C. In addition to the above-noted electronic postings, the District shall post a physical copy of the meeting agenda at the entrance to each school in the district.

Regular Meetings

Unless otherwise specified, all meetings will take place in the ~~High School Library~~ High School Math Room. Regular meetings shall take place at 7:00 p.m. on the second (2nd) Wednesday of each month, or at other times and places determined by a majority vote. Except for an unforeseen emergency, meetings must be held in school buildings or, upon the unanimous vote of the trustees, in a publicly accessible building located within the District. If regular meetings are scheduled at places other than as 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. The trustees may meet outside the boundaries of the District for collaboration or cooperation on educational issues with other school boards, educational agencies, or cooperatives. Adequate notice of the meeting, as well as an agenda, must be provided to the public in advance.

Decision making may only occur at a properly noticed meeting held within the District's boundaries. When a meeting date falls on a school holiday, the meeting may take place the next business day.

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 1 and August 10 of each year, the Clerk shall publish a notice stating the date, time, and place trustees will meet for the purpose of considering and adopting a final budget for the District, stating that the meeting of the trustees may be continued from day to day until final adoption of a District budget and 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 two local newspapers.

On the date and at the time and place stated in the published notice (on or before August 20), 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 a final budget not later than August 25.

Committee Meetings

Each Board committee established under Policy 1130; each District committee with a trustee as a member; and each District committee made up of district employees, administrators, or officials deliberating on matters for report to the Board for final decision shall meet as needed in accordance with the directive issued to the committee or trustees and noticed to the public consistent with the requirements of this policy.

Special Board Meetings

Special Board meetings may be called by the Chairperson or by any two (2) trustees. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to every trustee and noticed to the public consistent with the requirements of this policy. The forty-eight-(48)-hour notice is waived in an unforeseen emergency as stated in § 20-3-322(5), MCA. Business transacted at a special meeting will be limited to that stated in the notice of the meeting.

Closed Sessions

Under Montana law, the Board may meet in closed sessions to consider matters of individual privacy. The possibility of a closed session shall be noted on the respective agenda item appearing on the public noticed published in accordance with this policy. The individual whose right of privacy will be considered during the possible closed session shall be notified in writing of the meeting. Before closing a meeting, the presiding officer must determine that the demands of individual privacy exceed the merits of public disclosure and so state publicly before going into closed session. The Board also may go into closed session 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. Before closing a meeting for litigation purposes, the District may consult legal counsel on the appropriateness of this action. No formal action shall take place during any closed session. Closed session meeting minutes shall be completed in accordance with Policy 1420.
