

2
3 **THE BOARD OF TRUSTEES**

1400

page 1 of 2

4
5 Board Meetings

6
7 Meetings of the Board must occur at a duly called and legally conducted meeting. "Meeting" is
8 defined as the convening of a quorum of the constituent membership of the Board, whether in
9 person or by means of electronic equipment, to hear, discuss, or act upon a matter over which the
10 Board has supervision, control, jurisdiction, or advisory power.

11
12 Regular Meetings

13
14 Unless otherwise specified, all meetings will take place in the Charlo High School building.
15 Regular meetings shall take place at 7:00 p.m. on the third (3rd) Tuesday of each month except in
16 June, July, and August meetings will start at 8:00 PM, or at other times and places determined by
17 a majority vote. Except for an unforeseen emergency, meetings must be held in a school
18 building or in a publicly owned building located within the District. If regular meetings are
19 scheduled at places other than as stated above or are adjourned to times other than the regular
20 meeting time, notice of the meeting shall be made in the same manner as provided for special
21 meetings. The Trustees may meet outside the boundaries of the school district for collaboration
22 or cooperation on educational issues with other school boards, educational agencies, or
23 cooperatives. Adequate notice of the meeting as well as an agenda must be provided to the
24 public in advance. Decision making may only occur at a properly noticed meeting held within
25 the school district's boundaries. When a meeting date falls on a school holiday, the meeting may
26 take place the next business day.

27
28 Emergency Meetings

29
30 In the event of an emergency involving possible personal injury or property damage, the Board
31 may meet immediately and take official action without prior notification.

32
33 Budget Meetings

34
35 Between July 1 and August 10 of each year, the Clerk shall publish a notice stating the date,
36 time, and place trustees will meet for the purpose of considering and adopting a final budget for
37 the District, stating that the meeting of the trustees may be continued from day to day until final
38 adoption of a District budget and that any taxpayer in the District may appear at the meeting and
39 be heard for or against any part of the budget. This notice shall be published in the *local*
40 *newspaper*.

41
42 On the date and at the time and place stated in the published notice (on or before August 20),
43 trustees shall meet to consider all budget information and any attachments required by law. The
44 meeting may continue from day to day; however, the Board must adopt a final budget not later
45 than August 25.
46

Special Meetings

Special 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 not less than forty-eight (48) hours before the time of the meeting, except that the 48-hour notice is waived in an unforeseen emergency as stated in 20-3-322(5), MCA. Such written notice shall be posted conspicuously within the District in a manner that will receive public attention. Written notice also shall 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.

Closed Sessions

Under Montana law, the Board may meet in closed sessions to consider matters of individual privacy. 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 wish to consult legal counsel on the appropriateness of this action. No formal action shall take place during any closed session.

Legal References:	§ 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
	§20-1-305, MCA	School Holidays
	§ 20-3-322, MCA	Meeting and quorum
	§ 20-9-115, MCA	Notice of final budget meeting
	§ 20-9-131, MCA	Final budget meeting
	10.55.701, ARM	Board of Trustees

Policy History:

Adopted on:

Revised on: 08/09, 08/17/11, 7/12/2016, 8/15/17