

1 **St. Regis School District**

2  
3 **THE BOARD OF TRUSTEES**

4  
5 School Board Meeting Procedure

6  
7 Agenda

8  
9 Agendas for meetings of the Board will be jointly prepared by the Superintendent and the Chair.  
10 The agendas will contain those items submitted by administration and trustees. Such agendas  
11 will be prepared in writing with substantiating information and received by the trustees one (1)  
12 week prior to regular meetings and will be available to any interested citizen at the  
13 Superintendent 's office forty-eight (48) hours before a Board meeting. In the case of special  
14 meetings, agendas should be included with notification of the meeting, at least forty-eight (48)  
15 hours in advance of the meeting.

16  
17 Anyone has the right to appear before the Board. In order for that person or persons to be placed  
18 on the agenda at a regularly scheduled meeting, the request must be submitted in writing at least  
19 eight (8) days before the meeting, to enable the request to be added to the agenda and mailed to  
20 Board members. The request will be made at the Superintendent 's office will include the name  
21 of the individual, group, or company making the request, who they represent, and the item or  
22 items they wish to discuss. If the reason for the appearance is a complaint against any District  
23 employee, the individual filing the complaint must demonstrate that the Uniform Complaint  
24 Procedure has been followed. Citizens wishing to make brief comments about school programs  
25 or procedures or items on the agenda need not request placement on the agenda but may ask for  
26 recognition by the Chair at the appropriate time.

27  
28 The agenda also must include a public comment portion to allow members of the general public  
29 to comment on any public matter under jurisdiction of the District which is not specifically listed  
30 on the agenda, except that no member of the public will be allowed to comment on contested  
31 cases, other adjudicative proceedings, or personnel matters. The Board Chair may place  
32 reasonable time limits on any public comment period to maintain and ensure effective and  
33 efficient operations of the Board. The Board will not take any action on any matter discussed,  
34 unless the matter is specifically noticed on the agenda and the public has been allowed  
35 opportunity to comment.

36  
37 Minutes

38  
39 The Clerk, or person assigned by the Clerk, will keep written minutes of all open Board  
40 meetings, which will be signed by the Chair and the Clerk. The minutes will include:

- 41  
42 • Date, time, and place of the meeting;  
43 • Presiding officer;  
44 • Board members recorded as absent or present;  
45 • Summary of discussion on all matters discussed (including those matters

1 discussed during

4  
5 the "public comment" section), proposed, deliberated, or decided, and a record of any  
6 votes taken;

- 7 • Detailed statement of all expenditures;
- 8 • Purpose of recessing to closed session; and
- 9 • Time of adjournment.

10  
11 When issues are discussed which may require a detailed record, the Board may direct the Clerk to  
12 record the discussion verbatim. Any verbatim record may be destroyed after the minutes have  
13 been approved, pursuant to 20-1-212, MCA.

14  
15 Unofficial minutes will be delivered to Board members in advance of the next regularly  
16 scheduled meeting of the Board. Minutes need not be read publicly, provided Board members  
17 have had opportunity to review them before adoption. A file of permanent minutes of Board  
18 meetings will be maintained in the office of the Clerk, to be made available for inspection upon  
19 request. A written copy will be made available within five (5) working days following Board  
20 approval.

#### 21 22 Quorum

23  
24 No business will be transacted at any meeting of the Board, unless a quorum of its members is  
25 present. A majority of the full membership of the Board will constitute a quorum, whether the  
26 individuals are present physically or via speaker telephone. A majority of the quorum may pass a  
27 resolution except as provided in 20-4-203(1), MCA, and 20-4-401(4), MCA.

#### 28 29 Meeting Conduct and Order of Business

30  
31 In matters of procedure not covered under Montana law, the provisions of *Robert's Rules of*  
32 *Order (Small Boards)* will prevail. The Clerk will act as parliamentarian at all regular and  
33 special Board meetings. Any rules and regulations of the Board may be suspended at any regular  
34 Board meeting, by unanimous consent of members present.

35  
36 The use of proxy votes will not be permitted. Voting rights are reserved to those trustees in  
37 attendance. The Chair will always vote, and the vote will be taken by raising of hands.

38  
39 Cross Reference: 1441 Audience Participation  
40 1700 Uniform Complaint Procedure

41  
42 Legal References: 2-3-103, MCA Public participation B governor to ensure guidelines  
43 adopted  
44 2-3-212, MCA Minutes of meetings B public inspection  
45 20-1-212, MCA Destruction of records by school officer

1                                    20-3-322, MCA            Meetings and quorum  
2                                    20-3-323, MCA            District policy and record of acts  
3  
4    Policy History:  
5    Adopted on: March 8, 2006  
6  
7    Revised on: