

1 **Browning Public Schools**

2  
3 Policy #1420

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4 Policy Name: *School Board Meeting Procedure*

5 Regulation: -----

6  
7 **Agenda**

8 The authority to set the board agenda lies with the Board Chair in consultation with board  
9 members and the administration. The act of preparing the board meeting agendas can be  
10 delegated to the Superintendent.

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12 Any topics requested by Board members or members of the public must first be approved by the  
13 Board Chair before being placed on the agenda. Citizens wishing to make brief comments about  
14 school programs or procedures will follow the public comment procedures in district policy.

15  
16 The agenda also must include a “public comment” portion to allow members of the general  
17 public to comment on any public matter under the jurisdiction of the District which is not  
18 specifically listed on the agenda, except that no member of the public will be allowed to  
19 comment on contested cases, other adjudicative proceedings, or personnel matters. The Board  
20 Chairperson may place reasonable time limits on any “public comment” period to maintain and  
21 ensure effective and efficient operations of the Board. The Board shall not take any action on  
22 any matter discussed, unless the matter is specifically noticed on the agenda, and the public has  
23 been allowed opportunity to comment.

24  
25 Copies of the agenda for the current Board meeting, minutes of the previous Board meeting, and  
26 relevant supplementary information will be prepared and distributed to each trustee at least  
27 forty-eight (48) hours in advance of a Board meeting and will be available to any interested  
28 citizen at the Superintendent’s office forty-eight (48) hours before a Board meeting. Agendas  
29 serving as the public notice of a meeting will be posted and distributed in accordance with  
30 Policy 1400. Agendas shall note the meeting will be recorded in accordance with this policy.  
31 Upon convening a meeting, the Board Chair shall announce the meeting is being recorded in  
32 accordance with this policy.

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34 **Recording and Broadcast**

35 Unless exempt as a third-class district under Section 20-6-201, MCA, and Section 20-6-301,  
36 MCA, the District shall record their public meetings as described in Policy 1400 in an audio and  
37 video format. The District shall make the audio and video recordings publicly available within 5  
38 business days after the meeting with a link to the recording on the District’s website. If the  
39 District does not maintain a website, it shall establish and maintain a social media page and  
40 provide a link to the recording on the social media page.

41  
42 The audio and video recordings created in accordance with this section of the policy are not  
43 required to be the official record or minutes of the meeting as detailed elsewhere in the policy. If  
44 a recording is not designated as the official record or minutes, the recording may be destroyed  
45 after being retained online for 1 year and will no longer be subject to the requirements of Title 2,  
46 Chapter 6, for public information requests upon destruction. If a recording is designated as the  
47 official record or minutes as specified in this policy, the provisions of the policy as required by  
48 Section 2-3-212, MCA, shall apply.

1 The District is not required to disrupt or reschedule a meeting if there is a technological failure  
2 of the meeting recording. If the recording is not able to be made available on the District's  
3 website or social media site, the District shall prominently post a notice in the same manner as a  
4 notice of a public meeting under Policy 1400 and shall post a notice at all locations where the  
5 meeting recording links are available. The notice must explain the reason the meeting was not  
6 recorded and describe the steps taken to remedy the failure prior to the next meeting.

### 7 **Minutes**

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9 Appropriate minutes of all meetings required to be open must be kept and must be available for  
10 inspection by the public.

11  
12 Unofficial minutes shall be delivered to Board members in advance of the next regularly  
13 scheduled meeting of the Board. Minutes need not be read publicly, provided that Board  
14 members have had an opportunity to review them before adoption. A file of permanent minutes  
15 of Board meetings shall be maintained in the office of the Clerk, to be made available for  
16 inspection upon request. A written copy shall be made available within five (5) working days  
17 following approval by the Board.

### 18 **Quorum**

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20 No business shall be transacted at any meeting of the Board unless a quorum of its members is  
21 present. A majority of the full membership of the Board shall constitute a quorum, whether the  
22 individuals are present physically or electronically. A majority of the quorum may pass a  
23 resolution, except as provided in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.

### 24 **Electronic Participation**

25  
26 The Board may allow members to participate in meetings by telephone or other electronic  
27 means. Board members may not simply vote electronically but must be connected with the  
28 meeting throughout the discussion of business. If a Board member electronically joins the  
29 meeting after an item of business has been opened, the remotely located member shall not  
30 participate until the next item of business is opened.

31  
32 If the Board allows a member to participate electronically, the member will be considered  
33 present and will have his or her actual physical presence excused. The member shall be counted  
34 present for purposes of convening a quorum. The Clerk will document it in the minutes, when  
35 members participate in the meeting electronically.

36  
37 Any Board member wishing to participate in a meeting electronically will notify the Chairperson  
38 and Superintendent as early as possible. The Superintendent will arrange for the meeting to take  
39 place in a location with the appropriate equipment so that Board members participating in the  
40 meeting electronically may interact, and the public may observe or hear the comments made.  
41 The Superintendent will take measures to verify the identity of any remotely located  
42 participants.

### 43 **Meeting Conduct and Order of Business**

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

1 **Rescind a Motion**

2 A motion to rescind or cancel previous action may be made anytime by any trustee. A motion  
3 to rescind must be properly noticed on the Board's agenda for the meeting. It is in order any  
4 time prior to accomplishment of the underlying action addressed by the motion.  
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6 **Cross Reference:** 1441 Audience Participation  
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8 **Legal References:** § 2-3-103, MCA Public participation - governor to ensure guidelines adopted  
9 § 2-3-202, MCA Meeting defined  
10 § 2-3-212, MCA Minutes of meetings – public inspection  
11 § 2-3-213, MCA Recording of meetings  
12 § 20-1-212, MCA Destruction of records by school officer  
13 § 20-3-322, MCA Meetings and quorum  
14 § 20-3-323, MCA District policy and record of acts  
15 *Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005*  
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17 **Policy History:**

18 Reviewed on:

19 Revised on: 5/14/24, 6/11/26

20 Adopted on: 6/26/24  
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