

Browning Public Schools

Policy #1400

Policy Name: *Board Meetings*

Regulation: -----

Meetings 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.

Regular Meetings

Regular Meetings will be held on the second Tuesday of every month and on the last Wednesday of each month at 5:00 p.m. and 12:00 p.m. respectively. The first meeting of the month will be conducted in the District Offices. The second meeting will be held at different school sites. The schedule of sites and dates will be selected at the regular Tuesday meeting in June each year.

Except for an unforeseen emergency, meetings shall be held in a school building or upon the unanimous vote of the Board of Trustees 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. The Trustees may meet outside the boundaries of the school 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 school district's boundaries. When a meeting date falls on a school holiday, the meeting shall be held on the next business day.

Special Meetings

Special meetings may be called by the Board Chair or by any two (2) members of the 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 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 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.

Emergency Meeting

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.

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

1 consult legal counsel on the appropriateness of this action. No formal action shall take place during
2 any closed session.

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4 **Budget Meetings**

5 Between July 1 and August 4- 10 of each year, the clerk shall publish a notice stating the date, time
6 and place trustees will meet for the purpose of considering and adopting a final budget for the
7 District, stating that the meeting of the trustees may be continued from day to day until final
8 adoption of a District budget and that any taxpayer in the District may appear at the meeting and be
9 heard for or against any part of the budget. This notice shall be published in the Glacier Reporter.

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11 On the date and at the time and place stated in the published notice (on or before August 20), trustees
12 shall meet to consider all budget information and any attachments required by law. The meeting
13 may continue from day to day; however, the Board must adopt a final budget not later than August
14 25th.

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16 The District's public records shall be open for inspection in the manner provided by and subject to
17 the limitations of the law.

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21 **Cross Reference:** #1410 Closed Sessions

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23 **Legal Reference:** 2-3-103 MCA Public Participation
24 2-3-104 MCA Requirements with Compliance with Notice Provisions
25 2-3-105 MCA Supplemental Notice by Radio or Television
26 2-3-201 MCA Legislative Intent
27 2-3-202 MCA Meetings Defined
28 2-3-203 MCA Meetings of Public Agencies to be Open to Public Exceptions
29 20-3-322 MCA Meeting and Quorum
30 20-9-131 MCA Final Budget Meeting
31 10.55.701 ARM Board of Trustees

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35 **Policy History:**

36 Adopted on: 6/30/97

37 Amended on: 1/12/99, 11/8/05, 6/9/09, 11/8/11, 3/26/143/9/21