

5 Board Meetings

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

10
11 Regular Meetings

12 Unless otherwise specified, all meetings will take place in the Library/Media Center of Kalispell Middle
13 School. Regular meetings shall take place at 6:00 p.m. on the second Tuesday of each month, or at
14 other times and places determined by a majority vote. Except for an unforeseen emergency, meetings
15 must be held in school buildings or, upon the unanimous vote of the trustees, in a publicly accessible
16 building located within the District. If regular meetings are scheduled at places other than as stated
17 above or are adjourned to times other than the regular meeting time, notice of the meeting shall be
18 made in the same manner as provided for special meetings. The Trustees may meet outside the
19 boundaries of the District for collaboration or cooperation on educational issues with other school
20 boards, educational agencies, or cooperatives. Adequate notice of the meeting, as well as an agenda,
21 must be provided to the public in advance. Decision making may only occur at a properly noticed
22 meeting held within the District's boundaries. When a meeting date falls on a school holiday, the
23 meeting may take place the next business day.

24
25 Emergency Meetings

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

28
29 Budget Meetings

30 Between July 1 and August 10 of each year, the Clerk shall publish a notice stating the date, time, and
31 place trustees will meet for the purpose of considering and adopting a final budget for the District,
32 stating that the meeting of the trustees may be continued from day to day until final adoption of a
33 District budget and that any taxpayer in the District may appear at the meeting and be heard for or
34 against any part of the budget. This notice shall be published in a local daily or weekly publication and
35 District website.

36
37 On the date and at the time and place stated in the published notice (on or before August 15), trustees
38 shall meet to consider all budget information and any attachments required by law. The meeting may
39 continue from day to day; however, the Board must adopt a final budget not later than the fourth (4th)
40 Monday in August.

41
42 Special Meetings

43 Special meetings may be called by the Chairperson or by any two (2) trustees. A written notice of a
44 special meeting, stating the purpose of the meeting, shall be delivered to every trustee not less than
45 forty-eight (48) hours before the time of the meeting, except that the forty-eight (48) hour notice is
46 waived in an unforeseen emergency as stated in 20-3-322(5), MCA. Such written notice shall be posted
47 conspicuously within the District in a manner that will receive public attention. Written notice also shall
48 be sent not less than twenty-four (24) hours prior to the meeting, to each newspaper and radio or
49 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 clearly 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 ensure 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
	§ 2-3-202, MCA	Meeting defined
	§ 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
	§ 20-9-131, MCA	Final budget meeting
	10.55.701, ARM	Board of Trustees

Policy History:

Adopted on: 01/04/2000
Revised on: 04/25/2006; 09/08/09, 04/24/12; 04/15/14