

Officers:

Chair

The Chair shall preside at all Board Meetings and sign all papers and documents as required by law and as authorized by the action of the Board. The Chair shall conduct the meeting in the manner prescribed by the Board's policies, provided that the Chair shall have the full right to participate in debate without relinquishing the Chair and shall have the right to vote on all matters put to a vote. The Chair may close a meeting during the time the discussion relates to a matter of individual privacy and then if and only if the Chair determines that the demands of individual privacy clearly exceeds the merits of public disclosure. The Chair may also close a meeting 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. The Chair will strive to keep all trustees informed regarding correspondence and issues that are brought to his/her attention.

Clerk

The Clerk of the Board shall attend all meetings of the Board unless excused by the Board Chair, and keep an accurate journal of its proceedings. The Clerk shall have custody of the records, books, and documents of the Board. In the absence or inability of the Clerk to attend a Board meeting, the Board will designate a person to serve as clerk for the meeting. The Clerk will keep accurate and detailed accounts of all receipts and disbursements made by the District. The Clerk shall draw and countersign all warrants for expenditures that have been approved by the Board. The Clerk shall prepare and submit to the Board a financial report of receipts and disbursements of all school funds on an annual basis. The Clerk will make the preparations legally required for the notice and conduct of all District elections. The Clerk shall perform other duties as prescribed by state law or as directed by the Board.

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| Legal references: | § 2-3-203, MCA | Meetings of public agencies to be open to the public - exceptions |
| | § 20-3-321, MCA | Organization and officers |
| | § 20-3-325, MCA | Clerk of the district |
| | § 20-9-133, MCA | Adoption and expenditure limitations of final budget |
| | § 20-9-165, MCA | Emergency budget limitation, preparation, and adoption procedures |
| | § 20-9-221, MCA | Procedure for issuance of warrants |
| | § 20-20-401, MCA | Trustees' election duties |

Policy History:

Adopted on: 2008-09

Revised on: 08-2018: