

**Meetings**

**Regular Meetings**

Regular meetings will usually be held on the third Monday of every month at 4:30 p.m. in the Kindergarten Room of the Dayton School, or at any other times and places determined by a majority vote. However, the Board of Trustees of Upper West Shore School District #33 may hold quarterly meeting rather than monthly meetings. Except for an unforeseen emergency, meetings must be held in a school building or 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 district for collaboration or cooperation on educational issues with other school boards, educational agencies, or cooperatives. Adequate notice of the meeting, as well as the agenda, must be provided to the public in advance. Decision making may only occur at a properly noticed meeting held within the district's boundaries. When a meeting date falls on a legal 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 forty-eight (48) hour notice is waived in an unforeseen emergency as stated in MCA 20-3-322(5). 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.

**Budget Meetings**

On or before August 15, on a date, time and place stated in public notice, the Trustees of Upper West Shore School District #33 shall meet to consider all budget information and any attachments required by law. The Trustees may continue the meeting from day to day but shall adopt the final budget and determine the amounts to be raised by tax levies not later than the fourth Monday in August and before the fixing of the tax levies for each district. The notice of the final budget meeting must be published between July 1 and August 4. At any time during these meetings a taxpayer may be heard on any matter of the budget. Upon approval, the Trustees shall deliver the adopted budget, including the amounts to be raised by taxes, to the County Superintendent of schools within five days of passage.

**Emergency Meetings**

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.

**Executive Sessions**

Under Montana law, the Board may hold closed or executive sessions for the following purposes:

1. To consider matters of individual privacy and then if and only if the presiding officer determines that the demands of individual privacy exceed the matter of public disclosure.
2. 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.

Prior to closing a meeting for this purpose, it is recommended that the District obtain legal advice on the appropriateness of this action. No formal action shall take place during executive session.

All meetings shall be open to the public with the exception of executive sessions authorized by law. Any final action will be taken at an open meeting.

Legal Reference:    § 2-3-103, MCA   Public parties' portion  
                          §2-3-104, MCA   Requirements with compliance with notice provisions  
                          §2-3-105, MCA   Supplemental notice by radio or television  
                          §2-3-201, MCA   Legislative intent  
                          §2-3-203, MCA   Meetings of public agencies open to public - exceptions  
                          §20-3-322, MCA   Meeting and quorum  
                          §20-9-131, MCA   Final budget  
                          meeting10.55.701, ARM   Board of  
                          Trustees  
                          Article II, Sections 9 and 10 of the Montana Constitution, Right to Know, Right to Privacy

**Policy History:**

Adopted on: 2008-09

Revised on: 08-2018: