

Meeting Procedure, Agenda, Quorum and Conduct**Agenda**

The preparation of the Board meeting agenda for regular and special meetings is the responsibility of the Board Chair with assistance from the Clerk. The agenda for regular Board meetings will be prepared and distributed to the Trustees at least three days prior to the day of the Board of Trustees' meeting. An agenda for other types of Board meetings will be prepared if the circumstance necessitates an agenda.

- I. Call to Order
- II. Approval or Amendment of Minutes
- III. Approval or Disapproval of Warrants
- IV. Community Input – 10 minutes
- V. Teacher's Discussion
- VI. Clerk's Discussion
- VII. Trustee's Discussion
- VIII. Adjournment

The Board may go into Executive Session whenever applicable.

Suggested items for consideration of the Board of Trustees from all sources should be submitted in writing to the District Clerk. Such items must be submitted at least six days prior to the applicable Board meeting, unless of immediate importance. Anyone wishing to be placed on a Dayton School Board Meeting agenda must call the Clerk by 4:00 p.m. on the fifth (5th) work day preceding the day of the meeting, make a request to be placed on the agenda, and state the reason for appearance. In addition, if the reason for the appearance is a complaint against any School District personnel, that complaint must be in writing, signed by the complainant, and presented to the Supervising Teacher/Principal (the senior professional) at least five (5) work days prior to the Trustees' meeting. School personnel are required to follow the complaint procedure established specifically for their use. District citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda and may attend the meeting and ask recognition by the Chair at the appropriate time. (See Policy #1441.) No employee or citizen complaint shall be acted upon at a Board meeting unless the employee or citizen has first pursued the matter through the appropriate grievance/complaint procedure.

Quorum

No business shall be transacted at any meeting of the Board of Trustees unless a quorum of the members is present. A quorum for any meeting shall be a majority of the members of the Board of Trustees. A majority of the quorum may pass a resolution except as provided by § 20-4-203(1), MCA.

Meeting Conduct.

All Board meetings will be conducted in an orderly and business-like manner, using *Roberts Rules of Order* as a guide except when such rules are superseded by Board policies. The order of business will be indicated in the agenda. Any additions or changes in the prepared agenda may be requested by the Trustees and must be approved by majority vote of the Trustees present. The Board shall establish its regular order of business, but may elect to change the order by a majority vote of the members. The minutes shall reflect the voting record of each Trustee.

Cross Reference: Appendix A-2 Parliamentary Procedure Quick Guide

Legal Reference: §20-3-322, MCA Meetings and quorum
§20-3-323, MCA District policy and record of facts

Policy History:

Adopted on: 2008-09

Revised on: 08-