

POLICY NUMBER: 10.120

EFFECTIVE DATE: May 25, 2022

TITLE: Meetings, Minutes, and Agendas

SUPERSEDES: November 30, 2021

BOARD ADOPTION: November 30, 2021

REVIEWED: May 4, 2022

I. Meetings, Minutes, and Agendas

A. Board Meeting Frequency and Recording

1. The Board shall meet at least quarterly. The frequency of Board meetings is subject to change at the direction of the Board. Board meetings are recorded as provided by Section 2-3-214, MCA.
2. The Chairperson may call special meetings of the Board, if required.

B. Notice of Meetings

1. Section 2-3-103, MCA, requires that all meetings of the Board must be open to the public. Meetings will be noticed at least forty-eight (48) hours prior to the meeting.
2. A meeting may only be closed when the demands of individual privacy clearly exceed the merits of public disclosure or to discuss litigation involving a private party. The Chairperson may not close the meeting without first stating the rationale for such closure.

C. Meeting Agendas

1. Meeting agendas are prepared by the Executive Director in consultation with the Chairperson.
2. Section 2-3-203, MCA, states that the Board may not take action on any substantive matter unless the matter is scheduled on the agenda.
3. The meeting notice and the meeting agenda shall be posted on the Board's website.

D. Meeting Minutes

1. Section 2-3-212, MCA, requires meeting minutes be available for public inspection. Approved meeting minutes shall be posted on the Board's website.