

BOARD MEETING POLICY – REGULAR & SPECIAL MEETINGS OF THE BOARD

At its annual meeting in January, the board will set its monthly meetings at regular intervals and direct the clerk to post notice of the regular meetings schedule at least once each year. The clerk will post the notice of the regular meetings schedule on the district bulletin board outside of the District Administrative Office and a copy given to each school building to post in a public area of the school. The District will also post the schedule on the District Webpage, www.mtnhomesd.org. The agendas for each regular meeting will be posted on the district bulletin board outside of the District Administrative Office, published on the MHSD Webpage, and posted on MHSD Facebook page.

The clerk of the board will prepare and post a regular board meeting agenda notice no less than forty-eight (48) business hours in advance of each regular meeting in the same manner as the notice of the meeting. An agenda item that requires a vote of the board will be identified on the agenda as an “action item” to provide notice that action may be taken on that item. Identifying an item as an “action item” on the agenda does not require a vote to be taken on that item. The board may amend the agenda, provided a good faith effort is made, to include in the original agenda notice and all items known to be probable items of discussion. The agenda may be amended in the following manner:

1. If the agenda is amended after it has been posted, but there exists forty-eight (48) business hours or more prior to the start of the meeting, the agenda may be amended by posting a new agenda.
2. If an amendment to the agenda is proposed less than forty-eight (48) business hours prior to a regular meeting, but prior to the start of the meeting, the clerk will post the proposed amended agenda, but it will not become effective until a motion is made at the meeting and the board votes to amend the agenda.

30 3. The board may amend the agenda after the start of the meeting upon a motion that states the
31 reason for the amendment and the good faith reason the agenda item was not included in the
32 posted agenda. Final action may not be taken on an agenda item added after the start of a
33 meeting unless an emergency is declared necessitating action at that meeting. The declaration
34 and justification will be reflected in the minutes of the meeting.

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36 4. “Emergency” means a situation involving injury or damage to persons or property, or
37 immediate financial loss, or the likelihood of such injury, damage, or loss, when the notice
38 requirements of the Open Meeting Law would make such notice impracticable, or increase the
39 likelihood or severity of such injury, damage, or loss, and the reason for the emergency is
40 stated at the outset of the meeting.

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42 5. “Forty-eight (48) hour notice” means when the period is stated in hours:

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44 a. Begin counting immediately on the occurrence of the event that triggers the period;

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46 b. Count every hour, including hours during intermediate Saturdays, Sundays, and legal
47 holidays; and

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49 c. If the period would end on a Saturday, Sunday, or legal holiday, the period continues to
50 run until the same time on the next day that is not a Saturday, Sunday, or legal holiday.

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52 Special meeting notices will be posted IAW Title 74, Chapter 2, Section 74-204, Idaho Code, on
53 the district bulletin board outside of the District Administrative Office, posted on the bulletin
54 boards of the both the County Courthouse and City Hall, published on the MHSD Webpage
55 (www.mtnhomesd.org), and posted on the MHSD Facebook page.

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57 The clerk of the board will prepare and post a notice of a special board meeting and agenda no less
58 than twenty-four (24) hours in advance of each special board meeting. The board will not hold a
59 special meeting without at least a twenty-four (24) hour meeting and agenda notice, unless an

60 emergency exists. The notice for a special meeting will include at a minimum the meeting date,
61 time, place, and purpose for calling the meeting. The board may amend the agenda, provided a
62 good faith effort is made, to include in the original agenda notice and all items known to be
63 probable items of discussion. The agenda may be amended in the following manner:
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65 1. If the agenda is amended after it has been posted, but there exists twenty-four (24) business
66 hours or more prior to the start of the meeting, the agenda may be amended by posting a new
67 agenda.
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69 2. If an amendment to the agenda is proposed less than twenty-four (24) business hours prior to
70 a special meeting, but prior to the start of the meeting, the clerk will post the proposed amended
71 agenda, but it will not become effective until a motion is made at the meeting and the board
72 votes to amend the agenda.
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74 3. The board may amend the agenda after the start of the meeting upon a motion that states the
75 reason for the amendment and the good faith reason the agenda item was not included in the
76 posted agenda. Final action may not be taken on an agenda item added after the start of a
77 meeting unless an emergency is declared necessitating action at that meeting. The declaration
78 and justification will be reflected in the minutes of the meeting.
79

80 4. “Emergency” means a situation involving injury or damage to persons or property, or
81 immediate financial loss, or the likelihood of such injury, damage, or loss, when the notice
82 requirements of the Open Meeting Law would make such notice impracticable, or increase the
83 likelihood or severity of such injury, damage, or loss, and the reason for the emergency is
84 stated at the outset of the meeting.
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86 5. “Special meeting” means a convening of the board of trustees of the district pursuant to a
87 special call for the conduct of business as specified in the call.
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89 6. “Twenty-four (24) hour notice” means when the period is stated in hours:

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- 91 a. Begin counting immediately on the occurrence of the event that triggers the period;
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- 93 b. Count every hour, including hours during intermediate Saturdays, Sundays, and legal
- 94 holidays; and
- 95
- 96 c. If the period would end on a Saturday, Sunday, or legal holiday, the period continues to
- 97 run until the same time on the next day that is not a Saturday, Sunday, or legal holiday. For
- 98 example, if a special meeting is announced on Friday at 5 p.m. then the special meeting
- 99 may not be held until Monday at 5 p.m.

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101 A quorum for the transaction of business of the board of trustees will consist of a majority of the

102 members of the board. Unless otherwise provided by law, all questions will be determined by a

103 majority of the votes cast. The chairman of the board may vote in all cases.



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107 **LEGAL REFERENCE:**

108 Idaho Code Sections

109 33-510 – Annual Meetings; Regular Meetings; Boards of Trustees

110 74-201 *et seq.* – Open Meeting Law

111 74-204 – Notice of Meetings; Agendas

112 Moore, Smith, Buxton, & Turcke Law, Chtd. (268)

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114 **ADOPTED:**