

# CONSERVATION DISTRICT BOARD MEETINGS

CD SUPERVISOR TRAINING MODULE 2

# TOPICS

- **Public Participation in Governmental Operations**

- Meeting Notices
- Agendas
- Closed Meetings (Executive Session)
- Minutes

- **Conducting Meetings**

- Sturgis Standard Code of Parliamentary Procedure

- **Understanding Financial Reports**

- Profit and Loss Statement
- Balance Sheet
- Other reports



# WHAT'S CONSIDERED A MEETING?



Has a Quorum

Convening of a quorum of supervisors to hear, discuss, or act upon a matter over which the district has supervision, control, jurisdiction, or advisory power

Generally  
Open to public

Exceptions: to protect an individual's privacy; to discuss litigation strategy (unless the lawsuit is between two public bodies or associations)

Can be Formal  
and Informal

Whether the gathering may be formal or informal, if there is a majority of supervisors present, this constitutes a quorum to conduct business and as such, must be open and noticed.



## MEETING NOTICES

- All meetings need to be noticed.
  - The notice should clearly state the date, the time, and the place of the meeting.
  - It should be posted in the same place each time, each month.
- Meeting notices should be done within a reasonable time period deemed by the Board Supervisors; most CDs will post notices at least 7 days prior to regular meetings and at least 24 hours prior to special meetings.
  - There's always exceptions.
  - Notices can be placed in the newspaper, on a website, or elsewhere and it should be done in a consistent manner.
  - The failure to give notice can result in the actions of the Board being voided. MCA 2-3-213

# MEETING AGENDA

Standard agenda items include:

- Date, time and location
- Any 310 application reviews
- New Business
- Old Business
- Financial reports
- Public comment



An action may not be taken on any matter discussed unless specific notice of the matter is included on an agenda and public comment has been allowed on the matter.



## CLOSED MEETING / EXECUTIVE SESSION

- Only the Chair may close a meeting.
- Privacy implication: If action is needed, the board reconvenes in open session and considers passage of a motion.
- Litigation strategy: Must be on agenda in advance noting that there will be a closed session to discuss litigation strategies.

# MINUTES

Meeting minutes are considered public record and must be kept and available for inspection the public.

If an audio record is made, it becomes the official record of the meeting. A written record must still be made of the meeting.

Minutes include:

- Date, time and place of meeting
- List of individual members; public, agency or organization in attendance
- Substance of all matters proposed, discussed, or decided; and
- A record of individual members of votes taken (only if requested by a member)



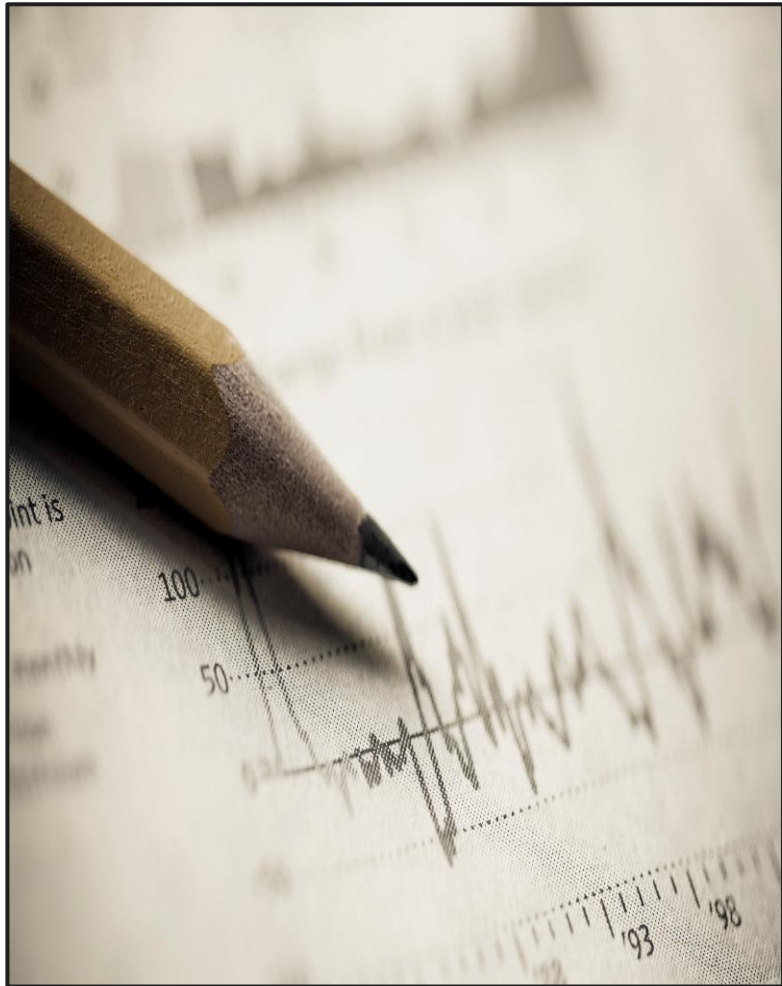
Meeting minutes should be submitted to the DNRC and Clerk and Recorder of each County within the jurisdiction of the District within 30 days after it has been signed and approved.



## UP NEXT – WITH EMILY STANDLEY

1. Why we use parliamentary procedure
2. Basics of making a motion
3. Differences in boards vs large assemblies
4. Voting and Others
5. Questions and Answers





## UP NEXT - WITH ALLISON MCCARTHY

1. Understanding your financial reports
2. Profit and Loss
3. Balance sheet
4. Others
5. Questions and Answers

# THANK YOU

D N R C CONSERVATION DISTRICTS BUREAU  
CD SUPERVISOR TRAINING MODULE 2 – BOARD MEETINGS  
APRIL 7, 2021

THE NEXT SUPERVISORS' TRAINING IN MAY 2021 WILL COVER ALL THINGS 310 PERMIT RELATED