

At its annual meeting in January, the board will the board will set its monthly meetings at regular intervals and direct the clerk to post notice of the regular meeting schedule at least once each year. The clerk will post the notice of the regular meeting schedule and the agendas for such meetings at a prominent place in the administrative office of the district or, if no such office exists, at the building where the meeting is to be held. If the district at any time maintains an online presence either through a district website or social media platform, the notice for meetings and agendas will also be posted electronically.

The clerk of the board will prepare and post an agenda notice forty-eight (48) 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 that a good faith effort is made to include in the original agenda notice 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) 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) 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.
3. The board may amend the agenda after the start of the meeting upon a motion that states the reason for the amendment and the good faith reason the agenda item was not included in the posted agenda. Final action may not be taken on an agenda item added after the start of a meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification will be reflected in the minutes of the meeting.

A quorum for the transaction of business of the board of trustees will consist of a majority of the members of the board. Unless otherwise provided by law, all questions will be determined by a majority of the votes cast. The chairman of the board may vote in all cases.



**LEGAL REFERENCE:**

*Idaho Code Sections*

33-510

74-204

**ADOPTED:** November 11, 2003

**AMENDED:** October 9, 2018