



# Hyalite Rural Fire District

## Board of Trustees Meeting Agenda Policy

### DOCUMENT INFORMATION

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| Document Type:   | Board Policy |
| Document Number: | 2016-002     |

### VERSION CONTROL

| Version | Approved By       | Approved Date      | Summary of Changes  |
|---------|-------------------|--------------------|---|
| 1.0     | Board of Trustees | September 20, 2016 | <ul style="list-style-type: none"> <li>Original, document number assigned.</li> </ul>   |
| 2.0     | Board of Trustees | January 22, 2019   | <ul style="list-style-type: none"> <li>Changes specified by Board in October 30, 2018 Board Meeting minutes.</li> <li>Updated document formatting for consistency.</li> <li>Wordsmithing for definition and clarity and to allow qualified members of the HRFD and the Fire Chief to request items for inclusion on board agendas, by Board subcommittee 12/21/2018.</li> </ul> |

### PURPOSE

The purpose of this policy is to provide clarity as to how the agendas for all publicly noticed meetings of the Hyalite Rural Fire District (HRFD) Board of Trustees are created and, specifically, how items for Board deliberation may be added to such agendas.

### PROCEDURE FOR CREATING PUBLIC MEETING AGENDAS

Agenda creation for all meetings is the responsibility of the Board Chair or, in his absence, the Vice Chair. The Board Chair is responsible for creating the agenda based on the priorities and needs for conducting District business.

- Seven (7) business days prior to a meeting, the HRFD Administrative Assistant contacts Trustees and the Fire Chief calling for items to be included in the creation of a preliminary draft agenda.
- The Board Chair solicits input from Trustees and staff in creating a final draft agenda.
- At least five (5) business days prior to the meeting, the Board Chair transmits to the District's Administrative Assistant a final agenda.
- The Administrative Assistant arranges legal posting of the final agenda in accordance with Montana law and HRFD Bylaws.

## **PROCEDURE FOR REQUESTING INCLUSION OF ITEMS ON THE AGENDA**

Any qualified members of the HRFD and the Fire Chief (or, in his absence, the Assistant Chief) may request items for inclusion into the agenda for all publicly noticed meetings of the HRFD Board of Trustees.

To request inclusion of an item on any public meeting agenda of the HRFD Board of Trustees the interested party will:

- Make the request in writing to the HRFD Administrative Assistant at least seven (7) business days prior to the meeting. Requests may be made by mail, email (admin@hyalitefire.org) or in person at the Sourdough Fire Station at 4541 South Third Avenue during normal business hours).
- Requests must describe the agenda item and indicate if supporting documentation is included.
- The Chair may deny the inclusion of any agenda item, but the rationale for denial must be presented at a Board meeting. Provided a quorum is present, the Chair's denial for inclusion may be overridden by a simple majority vote of the Trustees.
- If denial for inclusion is overridden in a proper manner the item will be included on the agenda of the next meeting of the HRFD Board of Trustees.




# Hyalite Rural Fire District

## Document Approval Form

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|------------------|--|
| Document Name:   | HRFD Board of Trustees Meeting Agenda Policy |
| Document Type:   | Board Policy                                 |
| Document Number: | 2016-062                                     |
| Version Number:  | 2.0  |
| Date Approved:   | January 22, 2019                             |

- Approved by motion of the Hyalite Rural Fire District Board of Trustees, as reflected in the Board Meeting minutes of January 22, 2019.

  
Chair Signature

Eugene M. Geddes, III  
Printed Name

- Approved by the Hyalite Rural Fire District Fire Chief.

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Fire Chief Signature

Jason Revisky  
Printed Name