

Missoula County
Public Meeting Minutes Policy

Purpose

This policy provides definitions and process for recording and retention of public meeting minutes. This policy replaces policy no. 96-F, dated November 13, 1996.

Definitions

- Public meetings: Any meeting containing a quorum of the Board of County Commissioners, at which decisions around matters impacting Missoula County are decided by a vote of the Commission.
- Administrative meetings: Agendas include contracts, agreements, resolutions and grant applications and generally do not require a public hearing as required by MCA 7-1-2121.
- Public hearing meetings: Agendas include topics of broader public interest, land use decisions, policy changes, proclamations, community plans, the budget or where a public hearing as defined in MCA 7-1-2121 is required. The claims list is also part of this agenda each week.
- Minutes: Formal recordings, including timestamps, of actions taken by the commission, including who made the motion, seconded and if the motion passed. A list of all staff and attendees is also included.

Process

Staff within the Commissioners' Office publish minutes for both public hearing and administrative meetings. Minutes are available online missoulacomt.portal.civicclerk.com both PDF and HTML text format. Meeting minutes are kept according to public records retention laws. Meetings are recorded and the videos are uploaded to <https://www.youtube.com/@missoulacounty>

If additional information is needed outside of the platforms above, members of the public can submit a request through missoulacountymt.nextrequest.com.