

Missoula County
Public Meetings Policy

Purpose

This policy provides the formal process of submitting and conducting public meetings of the Missoula County Commission. This policy replaces policy no. 003, dated May 1, 2000.

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.

The time, frequency and locations of these meetings are determined by the commission at the beginning of each calendar year as required by statute.

Process

Individual staff and department heads are responsible for submitting an agenda item through approved software with ample time for proper approvals. For administrative meetings, staff must initiate an agenda item least 48 hours before the meeting begins. For a public hearing meeting, staff must initiate an item must be initiated by 10 a.m. the Friday before the meeting. Agendas are published to the county website, emailed and posted at least 48 hours prior to both Administrative and Public Hearing Meetings. Staff should list all items as action items when adding them to an administrative meeting agenda. The Chief Administrative Officer and Chief Operating Officer then determine what items may be moved to the consent agenda portion.

Staff within the Commissioners' Office publish agendas for both meeting types. The agenda packets include all related documents and are available for the public to view online at missoulacomt.portal.civicclerk.com.