



---

## MEMORANDUM

---

To: Missoula Consolidated Planning Board Members  
From: Community and Planning Services  
Re: Pre-meeting Board Attendance Polling Procedures

---

Missoula County Community and Planning Services (CAPS) support staff use a pre-meeting polling procedure to determine if a quorum will be present at regularly scheduled meetings or special meetings which may arise occasionally.

On Friday—approximately two weeks prior to a board meeting, CAPS will send an email to inform you of the next meeting date and ask for a response by a particular date indicating whether you will be able to attend. CAPS will email the polling results and request a response from any members who have not yet responded to ensure accurate polling.

Once all members have responded and it is apparent that there will be a quorum, CAPS will send out the final polling results to let all members know that there is a quorum for the meeting. If it appears there will **not** be a quorum, staff will inform the board members and ask members who are unable to attend to consider adjusting their schedules so they may attend. If a quorum cannot be assembled, CAPS will proceed with notification of cancellation or postponement of the meeting.

If an emergency comes up after polling has concluded and you find you cannot attend the meeting, please contact CAPS support staff at 258-4657 or [caps@co.mt.missoula.us](mailto:caps@co.mt.missoula.us) and Planning Board Chair Dick Ainsworth at 549-1679 or [gnomehome@bresnan.net](mailto:gnomehome@bresnan.net) as soon as possible. If you find you are unable to attend just prior to a meeting, please call 258-4932 or the Board Secretary's cell phone number 616-446-4577.

We appreciate your time and commitment to service. We realize there are times when missing a meeting is out of your control; however, postponing a public hearing due to lack of a quorum is a disservice to the applicants and the interested public. We thank you in advance for letting us know early in the process when you are not able to attend a meeting.

---