

**MISSOULA COUNTY**  
**DAILY MEETING POLICY**

**PURPOSE**

The purpose of this policy is to facilitate communication with County Departments and Agencies and to facilitate timely decision making and policy direction from this Board.

**POLICY**

The Board will hold administrative meetings at a publicly scheduled time.

Meetings will be conducted according to an agenda organized as follows:

- a. Signing of documents.
- b. Review of upcoming events and meetings
- c. Consideration of old business
- d. Introduction of new business, and
- e. Other business and comments.

All agenda items must be submitted to the Commissioners' secretary by noon on the day prior to the meeting.

Matters not placed on the agenda in advance will be considered as time or circumstances dictate.

These daily meetings are for the purpose of addressing pressing matters in a timely fashion. Issues requiring prolonged discussion will be scheduled for a special meeting with the Board and with appropriate time allocated.