I. Purpose
This policy is adopted pursuant to § 2-3-103, MCA, which provides that each agency shall develop procedures for permitting and encouraging the public to participate in agency decisions that are of significant interest to the public.

II. Statement of Policy
The Office of the Commissioner of Higher Education (OCHE) adopts the following policy encouraging the public to participate in agency decisions that are of significant interest to the public before a final decision is made.

A. Public Meetings
The following meetings shall be open to the public:
1. Board of Regents (BOR) meetings and BOR committee meetings
2. Inter-Unit Benefits Committee meetings
3. Perkins State Plan Advisory Committee meetings

Notice of regular BOR meetings shall be provided at least 7 days prior to the meeting. Additions to the regular and special meeting agendas shall be noticed as early as practicable prior to the meeting. Contact information shall also be posted for individuals who need further information, disability accommodations, or general information about agenda topics.

B. Press Notification
Local newspapers and TV stations shall be notified of BOR meeting agendas and BOR committee meeting agendas via the following website at least 48 hours prior to the meeting: [http://www.mus.edu/PublicMeetings.html](http://www.mus.edu/PublicMeetings.html).

III. Procedures
Public meetings shall be noticed by posting a notice of the meeting that includes the date, time, and location of the meeting on the BOR/OCHE website: [http://www.mus.edu/PublicMeetings.html](http://www.mus.edu/PublicMeetings.html). Notices shall also include the contact information for an OCHE staff member to contact for dial-in information or meeting details. All meeting notifications must include the following language regarding disability accommodations:

The Office of the Commissioner of Higher Education shall make reasonable accommodations for individuals with disabilities. Individuals requiring accommodations should contact the Office of the Commissioner of Higher Education as soon as possible before the meeting to allow adequate time for special arrangements. You may call or write to: ADA Coordinator, P.O. Box 203201, Helena MT 59620-3201, 406-449-9124 (or dial 711 for TDD).

Agendas must include an item allowing public comment on any public matter within the jurisdiction of the committee that is holding a public meeting.

Public comment shall be incorporated into the official minutes for the meeting pursuant to §§ 2-3-103 and 2-3-212, MCA. Copies of meeting minutes shall be provided to members of the public upon request.

Questions regarding this policy should be directed to OCHE legal counsel.