

(d) a statement that the waiver of notice is voluntarily and knowingly given, with knowledge of the signer's constitutional rights to notice.

(4) Waivers shall be submitted as provided by law and ordinance. The person receiving waivers for a local government shall note on each waiver the date it was received.

(5) A waiver which contains the required information may be signed by more than one person. A waiver signed by more than one person is a valid waiver by each signer.

(6) Signers are encouraged to print their names after their signatures.

**History:** En. Sec. 15, Ch. 455, L. 1979.

**7-1-4140. Facsimile signature.** Any officer or employee may use a facsimile signature or seal as provided in Title 2, chapter 16.

**History:** En. Sec. 16, Ch. 455, L. 1979.

**7-1-4141. Public meeting required.** (1) All meetings of municipal governing bodies, boards, authorities, committees, or other entities created by a municipality shall be open to the public except as provided in 2-3-203.

(2) Appropriate minutes shall be kept of all public meetings and shall be made available upon request to the public for inspection and copying.

**History:** En. Sec. 17, Ch. 455, L. 1979.

**Cross-References**

Constitutional right to observe governmental deliberations, Art. II, sec. 9, Mont. Const.

**7-1-4142. Public participation.** Each municipal governing body, committee, board, authority, or entity, in accordance with Article II, section 8, of the Montana constitution and Title 2, chapter 3, shall develop procedures for permitting and encouraging the public to participate in decisions that are of significant interest to the public.

**History:** En. Sec. 18, Ch. 455, L. 1979.

**7-1-4143. Participation.** In any meeting required to be open to the public, the governing body, committee, board, authority, or entity shall adopt rules for conducting the meeting, affording citizens a reasonable opportunity to participate prior to the final decision.

**History:** En. Sec. 19, Ch. 455, L. 1979.

**7-1-4144. Public records.** (1) Except as provided in subsection (2), all records and other written materials in the possession of a municipality shall be available for inspection and reproduction by any person during normal office hours. The governing body may impose reasonable fees for providing copies of public records.

(2) Personal records, medical records, and other records which relate to matters in which the right to individual privacy exceeds the merits of public disclosure shall not be available to the public unless the person they concern requests they be made public.

(3) Except as provided by law and as determined by the chief law enforcement administrator, law enforcement records which relate to matters in which the right to individual privacy or law enforcement security exceeds the merits of public disclosure shall not be available to the public.

**History:** En. Sec. 20, Ch. 455, L. 1979.

**Cross-References**

Constitutional right to examine documents, Art. II, sec. 9, Mont. Const.

Minutes of meetings — public inspection, 2-3-212.

State records — access, 2-6-102.

Criminal justice information — privacy protection requirements, Title 44, ch. 5.

**7-1-4145. State reports.** (1) Municipal governing bodies, chief executives, officers, employees, departments, boards, and authorities shall file with state agencies in a timely fashion all reports and information required by state law.

(2) The department of administration shall coordinate to the greatest extent possible the collection of data by state and federal agencies in order to minimize the requests of municipalities and to maximize access to information collected on municipalities.

(3) Prior to requesting reports from a municipality, all state agencies shall notify the department of administration of the intended request.

**History:** En. Sec. 21, Ch. 455, L. 1979; amd. Sec. 7, Ch. 274, L. 1981; amd. Sec. 1, Ch. 287, L. 1983; amd. Sec. 20, Ch. 483, L. 2001.