

## **GUIDELINES FOR MEETINGS OF THE PRISON ISSUES BOARD**

Updated 5-5-14

### **Notice**

Notice of the meeting shall be posted on the MDOC and Montana Government websites at least one week, (7 days) in advance. These websites can be accessed at:

<https://www.cor.mt.gov/MSP/prisonissuesboard.mcpx> (DOC internet website).

And

<https://app.mt.gov/cal/html/event?CollectionCode=statewide> (Mt Gove website).

### **Agenda**

An agenda/ notice will be posted on the MSP/PIB DOC internet website. The agenda will include a list of topics to be discussed, along with the names(s) of the person who will present the topic, and an item which allows for public comment within the purview of the PIB.

### **Public Participation**

At each meeting, the meeting will be called to order by the Chairman, at which time the Chairman will ask that members of the Board in attendance state their name and position for roll call. The Chairman will then announce whether there is a quorum present for the meeting. If a quorum is present, the Chairman will then announce as follows:

“In accordance with Montana Code Annotated Section 2-3-103(1). The Board will hold a public comment period. Please note that this open forum period for comment is the public’s opportunity to address the Board on any topic that is within the purview of the Board. While the Board may or may not take action on the issue presented, the Board will listen to comments, may respond to questions, may ask that particular questions or comments be submitted in writing, and may ask that the issue be placed on a subsequent agenda for possible discussion by the Board. The Chairman of the Board will determine the amount of time allotted for public comment. Any responses to public comment may be made in writing and posted to the MDOC website prior to the next meeting. Any submitted public comment must be received by the Chairman one day prior to the meeting or it will be held for distribution to the members at the next scheduled meeting”

“Pursuant to Montana Law, the Chairman may decide to hold a meeting or part of a meeting in executive session due to interests of individual privacy, or individual or public safety or security of public facilities, including jails, correctional facilities, private correctional facilities, and prisons, if disclosure of the information may jeopardize the safety of facility personnel, the public, or inmates of a facility.”

If the Chairman determines that a meeting or part of the meeting should be closed, then the Chairman shall at the time of closure announce as follow:

“The Chairman has determined that the individuals or topics next coming under discussion on this meeting involve individual rights of privacy or safety and security issues which outweigh the public’s right to know. Therefore, the Chairman has decided to hold this part of the meeting in closed session”

The Chairman should then review the agenda, the minutes of the last meeting shall be approved or disapproved, and the meeting shall proceed until adjournment.

### **Meeting Minutes**

Minutes of the meetings should be posted to the PIB DOC internet website within approximately 30 days of the meeting and should include any written comments received 1 day prior to the meeting.