



<b>SUBJECT:</b>	Governance and Organization			
<b>POLICY:</b>	102.2 Open Meeting			
<b>PROCEDURE:</b>				
<b>EFFECTIVE:</b>	November 2014	<b>REVISED:</b>	November 2025	<b>REVIEWED:</b>

## Introduction and Purpose

Great Falls College recognizes that opportunity for the public to observe the actions and deliberations of public agencies is important to a free society. Great Falls College, likewise, recognizes the right of privacy, constitutionally guaranteed to the citizens of Montana, is fundamental to the well-being of both the individual and society.

## Policy

All meetings of the official Great Falls College councils shall be open to the public, except when the discussions or deliberations of these bodies relate to a matter of individual privacy and the demands of individual privacy clearly exceed the merits of public disclosure.

Appropriate minutes of all required meetings shall be kept and shall, subject to the obligation to protect the right of individual privacy, be available for inspection by the public. Such minutes shall include:

- a. Date, time, and place of meeting;
- b. A list of the members in attendance;
- c. The substance of all matters proposed, discussed or decided; and
- d. At the request of any member, a record by individual members of any votes taken.

The chair or presiding officer of any meeting of the constituent membership of any official college council (see [Section 2-3-203\(3\) M.C.A.](#)) may close the meeting during the time the discussion relates to a matter of individual privacy if the presiding officer determines the demands of individual privacy clearly exceed the merits of public disclosure.

The individual(s) to whom the privacy interest relates may waive their right of privacy. If all individuals to whom the privacy interest applies waives their rights of privacy, the meeting shall thereupon be open.

If more than one individual's privacy interests will be infringed by a public meeting, the presiding officer shall consider each such individual privacy interest separately before reaching a decision whether or not to close the meeting. If any individual's privacy interest would be infringed by conduct of an open meeting, and the protection of such interest clearly exceeds the merits of public disclosure, the presiding officer shall close the meeting (or, whenever practical, that portion of the meeting which relates to that individual whose privacy interest would be infringed) unless that individual whose privacy interest is involved expressly waives his or her right to privacy. Presiding officers may wish to consult with MSU Legal Counsel in making this determination.

## Definitions

***Responsible Party*** Individual, title, position or group responsible for authority and review of policy or standard of practice.

***Standards of Practice*** Rules, procedures, or guidelines developed by campus authorities to permit, restrict, or require actions within the parameters of the enterprise policy.