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INTRODUCED BY House BILL NO. 165

A BILL FOR AN ACT ENTITLED: "AN ACT ALLOWING THE GOVERNING BODY TO SET OFFICE HOURS FOR COUNTY OFFICES; AND AMENDING SECTIONS 7-3-181, 7-4-102, 7-4-2211, 7-4-2611, 7-21-3426, 7-21-3452, AND 20-3-204, MCA."

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

**Section 1.** Section 7-3-181, MCA, is amended to read:

"7-3-181. **Conduct of business.** (1) Meetings of the study commission ~~shall~~ must be held upon the call of the ~~chairman~~ presiding officer, the ~~vice-chairman~~ vice presiding officer in the absence or inability of the ~~chairman~~ presiding officer, or a majority of the members. The ~~chairman~~ presiding officer shall announce the time and place of the meetings of the study commission.

(2) The study commission shall maintain a written record of its proceedings and its finances. This record is open to inspection by ~~any~~ a person at the office of the study commission during ~~regular~~ the office hours determined by the governing body.

(3) A majority of the members of the study commission constitutes a quorum for the transaction of business, but ~~no~~ a recommendation of a study commission ~~may~~ does not have ~~any~~ legal effect unless adopted by a majority of the whole number of members of the study commission.

(4) The study commission may adopt rules for its own organization and procedure."

**Section 2.** Section 7-4-102, MCA, is amended to read:

"7-4-102. **Office hours.** (1) Unless otherwise provided by law, ~~every~~ each officer shall keep ~~his~~ the officer's office open for the transaction of business ~~continuously from 8 a.m. until 5 p.m.~~ during the office hours determined by the governing body each day except Saturdays and legal holidays. ~~Every officer shall keep his office open at such other times as the accommodation of the public or the proper transaction of business requires.~~

(2) County and city treasurers may, in the interest of the safekeeping of funds, securities, and records under their control, close their offices during the period from noon to 1 p.m. every day.

1 (3) The governing body of a third-class city or town may establish days and times when municipal  
2 offices are open to conduct business ~~that are different from the days and times required by subsection (1).~~"

3  
4 **Section 3.** Section 7-4-2211, MCA, is amended to read:

5 **"7-4-2211. County offices.** (1) All county officers, except justices of the peace as set forth in  
6 3-10-101, must keep their offices at the county seat.

7 (2) (a) The sheriff, the county clerk, the clerk of the district court, the treasurer, the county  
8 attorney, the county auditor in counties ~~where such~~ in which that officer is maintained, and the county  
9 assessor ~~must~~ shall keep their offices open for the transaction of business ~~from 8 a.m. until 5 p.m.~~  
10 continuously during the office hours determined by the governing body every day in the year except legal  
11 holidays and Saturdays; ~~provided, however, that the offices enumerated herein shall be kept open on~~  
12 ~~Saturdays and on holidays and at other times when the business of said offices requires them to be kept~~  
13 ~~open.~~

14 (b) This subsection ~~(2)~~ shall ~~does~~ not apply to counties operating under the county manager plan."  
15

16 **Section 4.** Section 7-4-2611, MCA, is amended to read:

17 **"7-4-2611. Role and duties of county clerk and election administrator.** (1) The county clerk of any  
18 a county is also clerk of the county commissioners and ex officio recorder. ~~Any A~~ duty imposed by law  
19 upon ~~such~~ the officer, ~~either~~ whether as county clerk, clerk of the county commissioners, or recorder, ~~shall~~  
20 must be performed by the county clerk, and any official act performed or certified by the county clerk ~~shall~~  
21 be ~~is~~ as valid and effectual as if performed and certified ~~to~~ by ~~him~~ as the clerk of the county commissioners  
22 or ~~as~~ the recorder.

23 (2) The county clerk ~~must~~ shall:

24 (a) take charge of and safely keep or dispose of according to law all books, papers, maps, and  
25 records ~~which~~ that may be filed or deposited in ~~his~~ the county clerk's office;

26 (b) record all the proceedings of the board;

27 (c) make full entries of all its resolutions and decisions on all questions concerning the raising of  
28 money for and the allowance of accounts against the county;

29 (d) record the vote of each member on ~~any~~ a question upon which there is a division or at the  
30 request of any member present;

1 (e) sign all orders made and warrants issued by order of the board for the payment of money and  
2 certify the ~~same~~ orders and warrants to the county treasurer;

3 (f) record the reports of the county treasurer of the receipts and disbursements of the county;

4 (g) preserve and file all accounts acted upon by the board;

5 (h) preserve and file all petitions and applications for franchises and record the action of the board  
6 ~~thereon~~ on the petitions and applications;

7 (i) record all orders levying taxes;

8 (j) designate upon ~~every~~ each account allowed by the board the amount allowed and deliver to any  
9 person who may demand it a certified copy of any record ~~in his office~~ or any account on file ~~therein~~ in the  
10 county clerk's office;

11 (k) ~~as often as~~ when a new township is organized or the boundaries of ~~any~~ a township are altered,  
12 immediately make out and transmit to the secretary of state a certified statement of the names and  
13 boundaries ~~and the boundaries of any~~ the township organized or altered;

14 (l) keep ~~such~~ other records and books and perform ~~such~~ other duties ~~as~~ that are prescribed by law  
15 or by rule or order of the board.

16 (3) An election administrator shall file, code, and cross-index all reports and statements filed as  
17 prescribed by the commissioner of political practices.

18 (4) An election administrator shall make statements and other information filed under the provisions  
19 of Title 13, chapters 35, 36, and 37, ~~in his office~~ available for public inspection and copying during ~~regular~~  
20 the office hours determined by the governing body and make copying facilities available free of charge or  
21 at a charge not to exceed actual cost."

22  
23 **Section 5.** Section 7-21-3426, MCA, is amended to read:

24 **"7-21-3426. Organization of board and conduct of business.** (1) The board of directors shall meet  
25 at the place of business, established under 7-21-3427, during the month of December of each year and  
26 organize, electing a ~~chairman~~ presiding officer, ~~vice-chairman~~ vice presiding officer, and secretary for the  
27 board.

28 (2) ~~Such subsequent~~ Subsequent meetings ~~shall~~ must be held as may be found necessary for the  
29 conduct of the district fair.

30 (3) The board of directors shall have power to employ a secretary, whom they may vest with

1 managerial powers, and they shall also appoint a treasurer. The office of secretary may be combined with  
2 that of treasurer.

3 (4) The board of directors shall see that:

4 (a) all records and accounts are properly kept, supervised, and approved;

5 (b) proper vouchers evidence all disbursements of money; and

6 (c) the records are ~~at all reasonable hours~~ open to the public during the office hours determined  
7 by the governing body."

8

9 **Section 6.** Section 7-21-3452, MCA, is amended to read:

10 **"7-21-3452. Organization of joint fair and civic center commission.** (1) The members of the county  
11 fair commission and county building commission ~~shall~~ constitute the joint fair and civic center commission  
12 and shall act as a unified board.

13 (2) The joint fair and civic center commission shall meet during the month of December of each  
14 year. The commission shall elect a ~~chairman~~ presiding officer, ~~vice-chairman~~ vice presiding officer, and  
15 secretary for the commission.

16 (3) Subsequent meetings may be held as necessary for the conduct of the duties outlined in  
17 7-21-3454.

18 (4) The joint fair and civic center commission ~~shall have power to~~ may employ a secretary, whom  
19 they may vest with managerial powers, and they shall also appoint a treasurer. The office of secretary may  
20 be combined with that of treasurer.

21 (5) The commission shall ensure that:

22 (a) all records and accounts are properly kept, supervised, and approved;

23 (b) proper vouchers accompany all disbursements of money; and

24 (c) the records are open to the public ~~at all reasonable hours~~ during the office hours determined  
25 by the governing body."

26

27 **Section 7.** Section 20-3-204, MCA, is amended to read:

28 **"20-3-204. Office hours.** (1) Except for a part-time county superintendent provided for under  
29 20-3-201(4), the county superintendent of schools shall, during the office hours determined by the  
30 governing body, keep the office of the county superintendent open ~~from 8 a.m. until 5 p.m. every~~ each day

1 when the county superintendent is not engaged in the supervision of schools, except ~~on~~ legal holidays and  
2 ~~on Saturdays, provided that.~~ However, when the county superintendent has a deputy or clerk, the office  
3 must be kept open ~~from 8 a.m. until 5 p.m. every~~ during the hours determined by the governing body each  
4 day except legal holidays and ~~except~~ Saturdays. ~~The office must be kept open at all times as business may~~  
5 ~~require.~~

6 (2) This section does not apply to counties operating under the county manager plan."

7

-END-

## 1 HOUSE BILL NO. 165

2 INTRODUCED BY STORY

3  
4 A BILL FOR AN ACT ENTITLED: "AN ACT ALLOWING THE GOVERNING BODY TO SET OFFICE HOURS  
5 FOR COUNTY OFFICES BY RESOLUTION AFTER A PUBLIC HEARING AND WITH THE CONSENT OF ANY  
6 AFFECTED ELECTED COUNTY OFFICER; AND AMENDING SECTIONS 7-3-181, 7-4-102, 7-4-2211,  
7 7-4-2611, 7-21-3426, 7-21-3452, AND 20-3-204, MCA."

8  
9 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

10  
11 Section 1. Section 7-3-181, MCA, is amended to read:

12 "7-3-181. Conduct of business. (1) Meetings of the study commission ~~shall~~ must be held upon  
13 the call of the ~~chairman presiding officer~~, the ~~vice-chairman~~ vice presiding officer in the absence or inability  
14 of the ~~chairman presiding officer~~, or a majority of the members. The ~~chairman presiding officer~~ shall  
15 announce the time and place of the meetings of the study commission.

16 (2) The study commission shall maintain a written record of its proceedings and its finances. This  
17 record is open to inspection by ~~any~~ a person at the office of the study commission during ~~regular~~ the office  
18 hours determined by the governing body BY RESOLUTION AFTER A PUBLIC HEARING AND ONLY IF  
19 CONSENTED TO BY THE PRESIDING OFFICER.

20 (3) A majority of the members of the study commission constitutes a quorum for the transaction  
21 of business, but ~~no~~ a recommendation of a study commission ~~may~~ does not have any legal effect unless  
22 adopted by a majority of the whole number of members of the study commission.

23 (4) The study commission may adopt rules for its own organization and procedure."  
24

25 Section 2. Section 7-4-102, MCA, is amended to read:

26 "7-4-102. Office hours. (1) Unless otherwise provided by law, ~~every~~ each officer shall keep his  
27 the officer's office open for the transaction of business ~~continuously from 8 a.m. until 5 p.m. during the~~  
28 office hours determined by the governing body BY RESOLUTION AFTER A PUBLIC HEARING AND ONLY  
29 IF CONSENTED TO BY ANY AFFECTED ELECTED COUNTY OFFICER each day except Saturdays and legal  
30 holidays. ~~Every officer shall keep his office open at such other times as the accommodation of the public~~

1 ~~or the proper transaction of business requires.~~

2 (2) County and city treasurers may, in the interest of the safekeeping of funds, securities, and  
3 records under their control, close their offices during the period from noon to 1 p.m. every day.

4 (3) The governing body of a third-class city or town may establish days and times when municipal  
5 offices are open to conduct business ~~that are different from the days and times required by subsection~~  
6 ~~(4).~~"

7

8 **Section 3.** Section 7-4-2211, MCA, is amended to read:

9 "7-4-2211. County offices. (1) All county officers, except justices of the peace as set forth in  
10 3-10-101, must keep their offices at the county seat.

11 (2) (a) The sheriff, the county clerk, the clerk of the district court, the treasurer, the county  
12 attorney, the county auditor in counties ~~where such~~ in which that officer is maintained, and the county  
13 assessor ~~must shall~~ keep their offices open for the transaction of business ~~from 8 a.m. until 5 p.m.~~  
14 continuously during the office hours determined by the governing body BY RESOLUTION AFTER A PUBLIC  
15 HEARING AND ONLY IF CONSENTED TO BY ANY AFFECTED ELECTED COUNTY OFFICER, every day in  
16 the year except legal holidays and Saturdays; ~~provided, however, that the offices enumerated herein shall~~  
17 ~~be kept open on Saturdays and on holidays and at other times when the business of said offices requires~~  
18 ~~them to be kept open.~~

19 (b) This subsection ~~(2)~~ shall does not apply to counties operating under the county manager plan."  
20

21 **Section 4.** Section 7-4-2611, MCA, is amended to read:

22 "7-4-2611. Role and duties of county clerk and election administrator. (1) The county clerk of ~~any~~  
23 a county is also clerk of the county commissioners and ex officio recorder. ~~Any A~~ duty imposed by law  
24 upon ~~such the~~ officer, ~~either whether~~ as county clerk, clerk of the county commissioners, or recorder, ~~shall~~  
25 must be performed by the county clerk, and any official act performed or certified by the county clerk ~~shall~~  
26 be is as valid and effectual as if performed and certified ~~to~~ by ~~him as the~~ the clerk of the county commissioners  
27 or as the recorder.

28 (2) The county clerk ~~must shall~~:

29 (a) take charge of and safely keep or dispose of according to law all books, papers, maps, and  
30 records ~~which that~~ that may be filed or deposited in ~~his the~~ the county clerk's office;

- 1 (b) record all the proceedings of the board;
- 2 (c) make full entries of all its resolutions and decisions on all questions concerning the raising of  
3 money for and the allowance of accounts against the county;
- 4 (d) record the vote of each member on ~~any~~ a question upon which there is a division or at the  
5 request of any member present;
- 6 (e) sign all orders made and warrants issued by order of the board for the payment of money and  
7 certify the ~~same~~ orders and warrants to the county treasurer;
- 8 (f) record the reports of the county treasurer of the receipts and disbursements of the county;
- 9 (g) preserve and file all accounts acted upon by the board;
- 10 (h) preserve and file all petitions and applications for franchises and record the action of the board  
11 ~~thereon~~ on the petitions and applications;
- 12 (i) record all orders levying taxes;
- 13 (j) designate upon ~~every~~ each account allowed by the board the amount allowed and deliver to any  
14 person who may demand it a certified copy of any record ~~in his office~~ or any account on file ~~therein~~ in the  
15 county clerk's office;
- 16 (k) ~~as often as~~ when a new township is organized or the boundaries of ~~any~~ a township are altered,  
17 immediately make out and transmit to the secretary of state a certified statement of the names and  
18 boundaries ~~and the boundaries of any~~ the township organized or altered;
- 19 (l) keep ~~such~~ other records and books and perform ~~such~~ other duties as that are prescribed by law  
20 or by rule or order of the board.

21 (3) An election administrator shall file, code, and cross-index all reports and statements filed as  
22 prescribed by the commissioner of political practices.

23 (4) An election administrator shall make statements and other information filed under the  
24 provisions of Title 13, chapters 35, 36, and 37, ~~in his office~~ available for public inspection and copying  
25 during ~~regular~~ the office hours determined by the governing body BY RESOLUTION AFTER A PUBLIC  
26 HEARING and make copying facilities available free of charge or at a charge not to exceed actual cost."

27  
28 **Section 5.** Section 7-21-3426, MCA, is amended to read:

29 **"7-21-3426. Organization of board and conduct of business.** (1) The board of directors shall meet  
30 at the place of business, established under 7-21-3427, during the month of December of each year and



1 organize, electing a ~~chairman~~ presiding officer, ~~vice-chairman~~ vice presiding officer, and secretary for the  
2 board.

3 (2) ~~Such subsequent~~ Subsequent meetings ~~shall~~ must be held as may be found necessary for the  
4 conduct of the district fair.

5 (3) The board of directors shall have power to employ a secretary, whom they may vest with  
6 managerial powers, and they shall also appoint a treasurer. The office of secretary may be combined with  
7 that of treasurer.

8 (4) The board of directors shall see that:

9 (a) all records and accounts are properly kept, supervised, and approved;

10 (b) proper vouchers evidence all disbursements of money; and

11 (c) the records are ~~at all reasonable hours~~ open to the public during the office hours determined  
12 by the governing body BY RESOLUTION AFTER A PUBLIC HEARING."

13

14 **Section 6.** Section 7-21-3452, MCA, is amended to read:

15 **"7-21-3452. Organization of joint fair and civic center commission.** (1) The members of the county  
16 fair commission and county building commission ~~shall~~ constitute the joint fair and civic center commission  
17 and shall act as a unified board.

18 (2) The joint fair and civic center commission shall meet during the month of December of each  
19 year. The commission shall elect a ~~chairman~~ presiding officer, ~~vice-chairman~~ vice presiding officer, and  
20 secretary for the commission.

21 (3) Subsequent meetings may be held as necessary for the conduct of the duties outlined in  
22 7-21-3454.

23 (4) The joint fair and civic center commission ~~shall have power to~~ may employ a secretary, whom  
24 they may vest with managerial powers, and they shall also appoint a treasurer. The office of secretary may  
25 be combined with that of treasurer.

26 (5) The commission shall ensure that:

27 (a) all records and accounts are properly kept, supervised, and approved;

28 (b) proper vouchers accompany all disbursements of money; and

29 (c) the records are open to the public ~~at all reasonable hours~~ during the office hours determined  
30 by the governing body BY RESOLUTION AFTER A PUBLIC HEARING."

1 Section 7. Section 20-3-204, MCA, is amended to read:

2 "20-3-204. Office hours. (1) Except for a part-time county superintendent provided for under  
3 20-3-201(4), the county superintendent of schools shall, during the office hours determined by the  
4 governing body, keep the office of the county superintendent open ~~from 8 a.m. until 5 p.m. every each~~  
5 day when the county superintendent is not engaged in the supervision of schools, except ~~on~~ legal holidays  
6 and ~~on Saturdays, provided that.~~ However, when the county superintendent has a deputy or clerk, the  
7 office must be kept open ~~from 8 a.m. until 5 p.m. every~~ during the hours determined by the governing  
8 body BY RESOLUTION AFTER A PUBLIC HEARING AND CONSENTED TO BY THE COUNTY  
9 SUPERINTENDENT, each day except legal holidays and except Saturdays. The office must be kept open  
10 ~~at all times as business may require.~~

11 (2) This section does not apply to counties operating under the county manager plan."  
12

-END-

## 1 HOUSE BILL NO. 165

2 INTRODUCED BY STORY

3  
4 A BILL FOR AN ACT ENTITLED: "AN ACT ALLOWING THE GOVERNING BODY TO SET OFFICE HOURS  
5 FOR COUNTY OFFICES BY RESOLUTION AFTER A PUBLIC HEARING AND WITH THE CONSENT OF ANY  
6 AFFECTED ELECTED COUNTY OFFICER; AND AMENDING SECTIONS 7-3-181, 7-4-102, 7-4-2211,  
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9 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

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13 the call of the ~~chairman~~ presiding officer, the ~~vice-chairman~~ vice presiding officer in the absence or inability  
14 of the ~~chairman~~ presiding officer, or a majority of the members. The ~~chairman~~ presiding officer shall  
15 announce the time and place of the meetings of the study commission.

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17 record is open to inspection by ~~any~~ a person at the office of the study commission during ~~regular~~ the office  
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21 of business, but ~~no~~ a recommendation of a study commission ~~may~~ does not have any legal effect unless  
22 adopted by a majority of the whole number of members of the study commission.

23 (4) The study commission may adopt rules for its own organization and procedure."  
24

25 Section 2. Section 7-4-102, MCA, is amended to read:

26 "7-4-102. Office hours. (1) Unless otherwise provided by law, ~~every~~ each officer shall keep ~~his~~  
27 the officer's office open for the transaction of business ~~continuously from 8 a.m. until 5 p.m.~~ during the  
28 office hours determined by the governing body BY RESOLUTION AFTER A PUBLIC HEARING AND ONLY  
29 IF CONSENTED TO BY ANY AFFECTED ELECTED COUNTY OFFICER each day except Saturdays and legal  
30 holidays. ~~Every officer shall keep his office open at such other times as the accommodation of the public~~

1 ~~or the proper transaction of business requires.~~

2 (2) County and city treasurers may, in the interest of the safekeeping of funds, securities, and  
3 records under their control, close their offices during the period from noon to 1 p.m. every day.

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5 offices are open to conduct business ~~that are different from the days and times required by subsection~~  
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12 attorney, the county auditor in counties ~~where such~~ in which that officer is maintained, and the county  
13 assessor ~~must shall~~ keep their offices open for the transaction of business ~~from 8 a.m. until 5 p.m.~~  
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15 HEARING AND ONLY IF CONSENTED TO BY ANY AFFECTED ELECTED COUNTY OFFICER, every day in  
16 the year except legal holidays and Saturdays; ~~provided, however, that the offices enumerated herein shall~~  
17 ~~be kept open on Saturdays and on holidays and at other times when the business of said offices requires~~  
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25 must be performed by the county clerk, and any official act performed or certified by the county clerk ~~shall~~  
26 be is as valid and effectual as if performed and certified ~~to~~ by him ~~as the~~ the clerk of the county commissioners  
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29 (a) take charge of and safely keep or dispose of according to law all books, papers, maps, and  
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1 (b) record all the proceedings of the board;

2 (c) make full entries of all its resolutions and decisions on all questions concerning the raising of  
3 money for and the allowance of accounts against the county;

4 (d) record the vote of each member on ~~any a~~ question upon which there is a division or at the  
5 request of any member present;

6 (e) sign all orders made and warrants issued by order of the board for the payment of money and  
7 certify the ~~same orders and warrants~~ to the county treasurer;

8 (f) record the reports of the county treasurer of the receipts and disbursements of the county;

9 (g) preserve and file all accounts acted upon by the board;

10 (h) preserve and file all petitions and applications for franchises and record the action of the board  
11 ~~thereon~~ on the petitions and applications;

12 (i) record all orders levying taxes;

13 (j) designate upon ~~every each~~ account allowed by the board the amount allowed and deliver to any  
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4 conduct of the district fair.

5 (3) The board of directors shall have power to employ a secretary, whom they may vest with  
6 managerial powers, and they shall also appoint a treasurer. The office of secretary may be combined with  
7 that of treasurer.

8 (4) The board of directors shall see that:

9 (a) all records and accounts are properly kept, supervised, and approved;

10 (b) proper vouchers evidence all disbursements of money; and

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12 by the governing body BY RESOLUTION AFTER A PUBLIC HEARING."

13

14 **Section 6.** Section 7-21-3452, MCA, is amended to read:

15 **"7-21-3452. Organization of joint fair and civic center commission.** (1) The members of the county  
16 fair commission and county building commission ~~shall~~ constitute the joint fair and civic center commission  
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18 (2) The joint fair and civic center commission shall meet during the month of December of each  
19 year. The commission shall elect a ~~chairman presiding officer, vice-chairman vice presiding officer,~~ and  
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22 7-21-3454.

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24 they may vest with managerial powers, and they shall also appoint a treasurer. The office of secretary may  
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2 "20-3-204. Office hours. (1) Except for a part-time county superintendent provided for under  
3 20-3-201(4), the county superintendent of schools shall, during the office hours determined by the  
4 governing body, keep the office of the county superintendent open ~~from 8 a.m. until 5 p.m. every each~~  
5 day when the county superintendent is not engaged in the supervision of schools, except on legal holidays  
6 and on Saturdays, ~~provided that~~. However, when the county superintendent has a deputy or clerk, the  
7 office must be kept open ~~from 8 a.m. until 5 p.m. every~~ during the hours determined by the governing  
8 body BY RESOLUTION AFTER A PUBLIC HEARING AND CONSENTED TO BY THE COUNTY  
9 SUPERINTENDENT, each day except legal holidays and except Saturdays. The office must be kept open  
10 ~~at all times as business may require.~~

11 (2) This section does not apply to counties operating under the county manager plan."

12 -END-

## 1 HOUSE BILL NO. 165

2 INTRODUCED BY STORY

3  
4 A BILL FOR AN ACT ENTITLED: "AN ACT ALLOWING THE GOVERNING BODY TO SET OFFICE HOURS  
5 FOR COUNTY OFFICES BY RESOLUTION AFTER A PUBLIC HEARING AND WITH THE CONSENT OF ANY  
6 AFFECTED ELECTED COUNTY OFFICER; AND AMENDING SECTIONS 7-3-181, 7-4-102, 7-4-2211,  
7 7-4-2611, 7-21-3426, 7-21-3452, AND 20-3-204, MCA."

8  
9 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

10  
11 Section 1. Section 7-3-181, MCA, is amended to read:

12 "7-3-181. Conduct of business. (1) Meetings of the study commission ~~shall~~ must be held upon  
13 the call of the ~~chairman presiding officer~~, the ~~vice-chairman vice presiding officer~~ in the absence or inability  
14 of the ~~chairman presiding officer~~, or a majority of the members. The ~~chairman presiding officer~~ shall  
15 announce the time and place of the meetings of the study commission.

16 (2) The study commission shall maintain a written record of its proceedings and its finances. This  
17 record is open to inspection by ~~any~~ a person at the office of the study commission during ~~regular~~ the office  
18 hours determined by the governing body BY RESOLUTION AFTER A PUBLIC HEARING AND ONLY IF  
19 CONSENTED TO BY THE PRESIDING OFFICER.

20 (3) A majority of the members of the study commission constitutes a quorum for the transaction  
21 of business, but ~~no~~ a recommendation of a study commission ~~may~~ does not have ~~any~~ legal effect unless  
22 adopted by a majority of the whole number of members of the study commission.

23 (4) The study commission may adopt rules for its own organization and procedure."  
24

25 Section 2. Section 7-4-102, MCA, is amended to read:

26 "7-4-102. Office hours. (1) Unless otherwise provided by law, ~~every~~ each officer shall keep ~~his~~  
27 the officer's office open for the transaction of business ~~continuously from 8 a.m. until 5 p.m.~~ during the  
28 office hours determined by the governing body BY RESOLUTION AFTER A PUBLIC HEARING AND ONLY  
29 IF CONSENTED TO BY ANY AFFECTED ELECTED COUNTY OFFICER each day except Saturdays and legal  
30 holidays. ~~Every officer shall keep his office open at such other times as the accommodation of the public~~



1 ~~or the proper transaction of business requires.~~

2 (2) County and city treasurers may, in the interest of the safekeeping of funds, securities, and  
3 records under their control, close their offices during the period from noon to 1 p.m. every day.

4 (3) The governing body of a third-class city or town may establish days and times when municipal  
5 offices are open to conduct business ~~that are different from the days and times required by subsection~~  
6 ~~(4).~~"

7  
8 **Section 3.** Section 7-4-2211, MCA, is amended to read:

9 "7-4-2211. **County offices.** (1) All county officers, except justices of the peace as set forth in  
10 3-10-101, must keep their offices at the county seat.

11 (2) (a) The sheriff, the county clerk, the clerk of the district court, the treasurer, the county  
12 attorney, the county auditor in counties ~~where such~~ in which that officer is maintained, and the county  
13 assessor ~~must~~ shall keep their offices open for the transaction of business ~~from 8 a.m. until 5 p.m.~~  
14 continuously during the office hours determined by the governing body BY RESOLUTION AFTER A PUBLIC  
15 HEARING AND ONLY IF CONSENTED TO BY ANY AFFECTED ELECTED COUNTY OFFICER, every day in  
16 the year except legal holidays and Saturdays; ~~provided, however, that the offices enumerated herein shall~~  
17 ~~be kept open on Saturdays and on holidays and at other times when the business of said offices requires~~  
18 ~~them to be kept open.~~

19 (b) This subsection ~~(2)~~ shall does not apply to counties operating under the county manager plan."  
20

21 **Section 4.** Section 7-4-2611, MCA, is amended to read:

22 "7-4-2611. **Role and duties of county clerk and election administrator.** (1) The county clerk of ~~any~~  
23 a county is also clerk of the county commissioners and ex officio recorder. ~~Any~~ A duty imposed by law  
24 upon ~~such~~ the officer, ~~either~~ whether as county clerk, clerk of the county commissioners, or recorder, ~~shall~~  
25 must be performed by the county clerk, and any official act performed or certified by the county clerk ~~shall~~  
26 be is as valid and effectual as if performed and certified ~~to~~ by ~~him~~ as the clerk of the county commissioners  
27 or ~~as~~ the recorder.

28 (2) The county clerk ~~must~~ shall:

29 (a) take charge of and safely keep or dispose of according to law all books, papers, maps, and  
30 records ~~which~~ that may be filed or deposited in ~~his~~ the county clerk's office;

- 1 (b) record all the proceedings of the board;
- 2 (c) make full entries of all its resolutions and decisions on all questions concerning the raising of  
3 money for and the allowance of accounts against the county;
- 4 (d) record the vote of each member on ~~any a~~ question upon which there is a division or at the  
5 request of any member present;
- 6 (e) sign all orders made and warrants issued by order of the board for the payment of money and  
7 certify the ~~same orders and warrants~~ to the county treasurer;
- 8 (f) record the reports of the county treasurer of the receipts and disbursements of the county;
- 9 (g) preserve and file all accounts acted upon by the board;
- 10 (h) preserve and file all petitions and applications for franchises and record the action of the board  
11 ~~thereon~~ on the petitions and applications;
- 12 (i) record all orders levying taxes;
- 13 (j) designate upon ~~every each~~ account allowed by the board the amount allowed and deliver to any  
14 person who may demand it a certified copy of any record ~~in his office~~ or any account on file ~~therein~~ in the  
15 county clerk's office;
- 16 (k) ~~as often as~~ when a new township is organized or the boundaries of ~~any a~~ township are altered,  
17 immediately make out and transmit to the secretary of state a certified statement of the names and  
18 boundaries ~~and the boundaries of any the township~~ organized or altered;
- 19 (l) keep ~~such~~ other records and books and perform ~~such~~ other duties ~~as that~~ are prescribed by law  
20 or by rule or order of the board.

21 (3) An election administrator shall file, code, and cross-index all reports and statements filed as  
22 prescribed by the commissioner of political practices.

23 (4) An election administrator shall make statements and other information filed under the  
24 provisions of Title 13, chapters 35, 36, and 37, ~~in his office~~ available for public inspection and copying  
25 during ~~regular the~~ office hours determined by the governing body BY RESOLUTION AFTER A PUBLIC  
26 HEARING and make copying facilities available free of charge or at a charge not to exceed actual cost."

27  
28 **Section 5. Section 7-21-3426, MCA, is amended to read:**

29 **"7-21-3426. Organization of board and conduct of business.** (1) The board of directors shall meet  
30 at the place of business, established under 7-21-3427, during the month of December of each year and

1 organize, electing a ~~chairman presiding officer, vice-chairman vice presiding officer~~, and secretary for the  
2 board.

3 (2) ~~Such subsequent~~ Subsequent meetings ~~shall~~ must be held as may be found necessary for the  
4 conduct of the district fair.

5 (3) The board of directors shall have power to employ a secretary, whom they may vest with  
6 managerial powers, and they shall also appoint a treasurer. The office of secretary may be combined with  
7 that of treasurer.

8 (4) The board of directors shall see that:

9 (a) all records and accounts are properly kept, supervised, and approved;

10 (b) proper vouchers evidence all disbursements of money; and

11 (c) the records are ~~at all reasonable hours~~ open to the public during the office hours determined  
12 by the governing body BY RESOLUTION AFTER A PUBLIC HEARING."

13  
14 **Section 6.** Section 7-21-3452, MCA, is amended to read:

15 "**7-21-3452. Organization of joint fair and civic center commission.** (1) The members of the county  
16 fair commission and county building commission ~~shall~~ constitute the joint fair and civic center commission  
17 and shall act as a unified board.

18 (2) The joint fair and civic center commission shall meet during the month of December of each  
19 year. The commission shall elect a ~~chairman presiding officer, vice-chairman vice presiding officer~~, and  
20 secretary for the commission.

21 (3) Subsequent meetings may be held as necessary for the conduct of the duties outlined in  
22 7-21-3454.

23 (4) The joint fair and civic center commission ~~shall have power to~~ may employ a secretary, whom  
24 they may vest with managerial powers, and they shall also appoint a treasurer. The office of secretary may  
25 be combined with that of treasurer.

26 (5) The commission shall ensure that:

27 (a) all records and accounts are properly kept, supervised, and approved;

28 (b) proper vouchers accompany all disbursements of money; and

29 (c) the records are open to the public ~~at all reasonable hours~~ during the office hours determined  
30 by the governing body BY RESOLUTION AFTER A PUBLIC HEARING."

