

# Heart of Missoula Neighborhood Council Bylaws

AMENDMENT OF BYLAWS ADOPTED AT 03/25/2015 GENERAL MEETING

ADOPTED BY CITY COUNCIL 04/06/2015

**Purpose of the Council:** This neighborhood council has been organized, in accordance with Missoula Municipal Code, Chapter 1.18, Neighborhood Councils and the Community Forum, for the following purposes:

- To increase neighborhood and individual participation in City government
- To provide a forum for and promote the involvement of neighbors in matters affecting their neighborhood
- To build cooperation and improved communications between citizens and City officials.

**Membership** of the Heart of Missoula Neighborhood Council shall include all residents of the Heart of Missoula Neighborhood Council. All members are eligible to vote at meetings on all issues that come before the Council.

**Decision making** shall be by a consensus (general agreement) or a majority vote of those voting when consensus cannot be reached. Any Neighborhood Council resident as defined above may attend and have one vote at Council meetings. Decisions regarding budget proposals, selection of Leadership Team members and advice to the City government shall not be delegated to any individual or committee of the Council. Decisions presented to the City Council that were made by a majority vote or consensus shall be accompanied by a minority report if the minority chooses to submit one.

**The Neighborhood Council Leadership Team** shall strive to be composed of five to seven residents elected from within the Neighborhood Council geographic boundaries. The Leadership Team shall strive to reflect the diversity of the neighborhood in both age and gender, and represent residential interests. The Leadership Team shall attempt to include at least a homeowner, a renter, a landlord, and an East Pine Historical District representative. One person may represent more than one interest group. The Leadership Team will choose Co-Chairpersons, and a Secretary and Treasurer, and designate Community Forum representative and alternate from among the team members.

**Election of Leadership Team** members will require a majority vote of all council members voting. Candidates may nominate themselves or be nominated from the floor. Leadership Team terms shall be of two years duration. If a vacancy occurs on the Leadership Team, the Leadership Team may appoint an interim member. The vacant position shall be filled by a majority vote of all those voting at the next general meeting.

**Notification of pending Elections** shall be given at least 2 weeks prior to the scheduled meeting. Notification shall be carried out either by direct mail, postings in the district, City web page, and notification in the newspaper, or a combination of the above.

The Leadership Team shall share the following duties:

1. Set up and preside at Neighborhood Council meetings
2. Report to Community Forum
3. Report to City Council
4. Submit Minority Reports as needed
5. Record meetings and file these minutes with the Neighborhood Coordinator
6. Take attendance at the Neighborhood Council meetings
7. Set meeting agendas and file them with Neighborhood Coordinator
8. Coordinate volunteers
9. Account for and report expenses and income in accordance with City fiscal policy
10. May edit and publish a newsletter
11. Select members of a “nominating committee” to identify, recruit, and train future Leadership Team candidates.

A regular meeting of the Council shall be held at least once annually. If needed, additional Neighborhood Council meetings may be called by a consensus vote of the Leadership Team or by a petition of at least 20 residents outside the Leadership Team. At least two weeks’ notice with posted agenda must be given for any Council meeting. All meetings of the neighborhood council committees and subcommittees are public meetings and must be conducted in an open manner at which public participation is encouraged. When necessary a three minute rule limiting debate may be initiated to expedite Council proceedings. In the event of unruly or otherwise unproductive behavior during the meetings, Roberts Rules of Order shall be followed. Neighborhood Council meetings shall be open to the public and are subject to the provisions of the Montana Open Meeting and Public Participation Laws.

**Committees** of the Council shall be formed and dissolved by the Leadership Team as needed. These may take the form of standing committees of permanent duration or ad-hoc committees focused on specific issues. Committee recommendations must be submitted to the Neighborhood Council Leadership Team for consideration and action as needed.

**All Expenditures** shall be made with the approval of two members of the Leadership Team. All expenditures of City funds must be done in accordance with City fiscal requirements.

**Proposed Amendments to the Bylaws** shall be presented for discussion at a regular meeting of the Neighborhood Council and must be available in written form at least 2 weeks prior to the Neighborhood Council meeting at which they are voted on. At least  $\frac{2}{3}$  majority vote of those voting is required to adopt any amendment to these Bylaws.

**Non-Discrimination Clause** - Neighborhood Councils shall always conduct themselves in a nondiscriminatory manner, during their meetings, and committee meetings, functions, etc., in addition to their internal elections. There shall be no discrimination on the basis of race, ancestry, color, physical or mental disability, religion, national origin, sex, age, marital or familial status, creed, ex-offender status, physical condition, political belief, public assistance status or sexual orientation, gender identity or expression.