

## THE HOW TO COMMUNICATIONS AND VOTING GUIDE

### **Objective:**

This guide is to provide guidance for Missoulians that would like to participate in their Neighborhood Councils, Neighborhood Leadership Teams, and/or the Community Forum. We encourage broad civic participation. The meetings are run by parliamentary procedure by using Roberts Rules. All members are equal and their rights are equal, and the meetings are grounded in respect for diverse opinions and people.

### **When**

NLT members usually meet monthly on a specific day and week. The chairperson emails the Team's listserv for agenda items that the team wants to discuss. The agenda template is located on the City Neighborhood website.

*[Please go to [www.ci.missoula.mt.us](http://www.ci.missoula.mt.us). Navigation: hover over Government at the top left of the main page header and in the dropdown menu select Neighborhood Councils. Now that you are on the Neighborhood Council page, select Leadership Team Resources in the left sidebar or blue box. You will find your agenda template that is in WORD and a PDF version.]*

It is best to organize the agenda with presenters at the beginning of the meeting to be both respectful of their time and to recognize that often these presenters are being paid for their time as public employees. Public comment should be at the end of the meeting. The agenda items need a time limit on each item. Once the agenda is in order, email to Kelly in the Office of Neighborhoods. She will add the Zoom meeting join by phone information on the agenda and post it on the City website, you will find it under the Neighborhood Council and in the blue area click on agendas and minutes. There you will find all agendas and minutes for all of the neighborhoods. The morning of the meeting she will email the agenda with the Zoom link on it. The link is for LT members, presenters and people you know that want to join the meeting. It is not intended for the general public due to Zoombombers that may want to sabotage the meeting with inappropriate behavior.

### Call the meeting to order:

The chair or co-chair will call the meeting to order and acknowledge who is in attendance. The chairperson begins with the items on the agenda beginning with the previous minutes and whether they are approved or corrections made. Occasionally, the items will be discussed out of order and that is ok. There should be one question at a time and one speaker at a time. The chair will follow the time line for each item. If there is a vote on an item, a 2/3 vote will carry the motion.

Secretary Role: The role of the secretary is to track all who attended and who was absent, if a quorum was present, whether the previous minutes were approved or if there were changes, track all motions of who moved and seconded the motion, and write a synopsis of the meeting. Please write what was discussed and the outcome of each item.

### Neighborhood Council Meeting:

The NC meets once a year usually in the summer time and in a park. Food can be purchased from the neighborhood's fund account. Sandwich boards are set up to announce the meeting, post cards are mailed to all of the residences in that neighborhood inviting them to the meeting. The meeting provides project speakers of happenings in that neighborhood. Elections will take place at these meetings for people to become members on the Neighborhood Leadership Team.

Due to COVID-19, in person meetings are not an option. The NC's can meet by Zoom if they choose to. Some neighborhoods are choosing to mail newsletters to the neighborhood in lieu of a meeting.

The Community Forum Leadership Team meets monthly to discuss and decide on reallocated funds, projects and goals. The team sets the agenda for the monthly Community Forum meetings.

Due to COVID-19, CF meetings are scheduled when there are items to discuss.

### Voting Procedures through Zoom:

Sunshine Laws: The freedom of Information Act (FOIA) are to ensure public access to government meetings and records. All meetings are open to the public and citizens will not be discouraged to attend and participate.

Upon request all citizens have a right to review financial standings for neighborhoods. The standings are posted on the Neighborhood Council website page.