

Heart of Missoula Neighborhood Council Leadership Team

Meeting Agenda

Date: February 23, 2015

Time: 8:30 a.m.

Location: City Brew Coffee
400 W. Broadway St.
Missoula, MT 59802

1. Proposed bylaws changes
2. New Business
3. Public comment on non-agenda items
4. Announcements

Proposed 2/15

Heart of Missoula Neighborhood Council Bylaws

**AMENDMENT OF BYLAWS ADOPTED AT 3/4/ 2009 GENERAL MEETING
ADOPTED BY CITY COUNCIL 3/16/2009**

Purpose of the Council: This neighborhood council ~~is being~~has been organized, in accordance with [Ordinance 3030 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 increase the awareness of neighborhood as a community, To build cooperation and improved communications
with citizens and City officials...

Membership of the Heart of Missoula Neighborhood Council shall include all residents of the Heart of Missoula Neighborhood Council, as defined by the Community Forum. 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 ~~2/3~~ majority vote of those voting when consensus cannot be reached. Any District Neighborhood Council resident or representative 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 a minimum of five to seven individuals residents elected from within the members of 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, a school age youth, and an East Pine Historical District representative. One person may represent more than one interest group. The Leadership Team will meet at least three times a year. The Leadership Team will

choose Co-Chairpersons, and a Secretary and Treasurer, and designate Community Forum representative and alternate from among the team members.

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Election of Leadership Team members will require a ~~2/3~~ 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. ~~However, in order to stagger terms at the first election, one half of the Leadership Team will be elected only to a one year term. Leadership Team members are limited to two consecutive terms. If a vacancy occurs on the Leadership Team due to resignation, moving out of the district, or death, 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. Nominations will be taken from the council for replacement candidates and the vacant position shall be filled by a ~~2/3~~ majority vote of all those voting at the next regular meeting.~~

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Notification of pending Elections shall be given at least ~~15 days~~^{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. ~~Notification shall include the time and place, as well as information on the nomination procedure for Leadership Team candidates.~~

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The Leadership Team shall share the following duties:

1. Set up and preside at Neighborhood Council meetings
2. Report to Community Forum

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3. Report to City Council
4. Submit Minority Reports as needed

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5. Set up and maintain a communication system

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- 6-5. Record meetings and file these minutes with ~~Missoula City Clerk~~^{the Neighborhood Coordinator}

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- 7-6. Take attendance at the Neighborhood Council meetings

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- 8-7. Set meeting agendas and file them with ~~Missoula City Clerk~~^{Neighborhood Coordinator}

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- 9-8. Coordinate volunteers

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- 10-9. Account for and report expenses and income in accordance with City fiscal policy

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- 11-10. ~~May~~^{Feb}edit and publish a newsletter

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- 12-11. Select members of a "nominating committee" to identify, recruit, and train future Leadership Team candidates.

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A regular meeting of the Council shall be held at least ~~twice once~~^{annually}, ~~one meeting to be the first week of October~~. 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 ~~days weeks~~ notice with posted agenda must be given for any Council meeting. ~~Meetings shall be conducted in an open manner. 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. Meeting agendas and minutes will be filed with the City Clerk in a timely manner.~~

Comment [JK1]: Redundant

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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. for approval before action can be taken. Membership on committees shall be open to all members of the Neighborhood Council. Committee members must have attended a previous committee meeting that discussed the issue in order to be eligible to vote on committee recommendations; decisions shall be made by a ~~2/3~~ majority vote of those voting. Interested people who live outside the Heart of Missoula District and are not members may attend and participate in committee meetings but may not vote.~~

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

Comment [JK2]: Redundant: see Membership

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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 ~~30-2 weeks days~~ prior to the Neighborhood Council meeting at which they are voted on. At least ~~%~~ majority vote of those voting is required to adopt any amendment to these Bylaws.

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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.