

Southgate Triangle Neighborhood Council By-Laws

Modified by SGT NC July, 2002

Modified by SGT NC October 13, 2004

Modified by SGT NC April 12, 2006

Modified by SGT NC November 9, 2011

Approved by City Council on November 14, 2011

I. Membership

All residents of the Southgate Triangle Neighborhood as defined by the Community Forum are members of the Southgate Triangle Neighborhood Council and are eligible to vote at meetings on all issues that come before the Neighborhood Council.

Decisions shall be made by majority of eligible members present and voting if consensus cannot be reached. Decisions made by majority vote may be accompanied by a minority report, should the minority choose to submit such a report. Any Southgate Triangle resident may vote at Neighborhood Council General & Leadership Team Meetings. Advisory presentations given to the City Council shall be based on decisions of the Neighborhood Council or the Neighborhood Council Leadership Team.

II. Neighborhood Council Leadership Team

The Southgate Triangle Neighborhood Council Leadership Team shall strive to have five to seven members at any given time, based on the Neighborhood Councils need.. Any Neighborhood Council member may serve on the Leadership Team. Attendance at Leadership Team Meetings is open to all Neighborhood Council members, and all those present shall be encouraged to participate in Leadership Team Meetings.

III. Election of Leadership Teams

Leadership Team members will be selected at General Meetings, and Leadership Team members must be approved by a majority of members present and voting. Leadership Team members will serve two-year terms. There is no limitation on the number of terms a Leadership Team Member can serve. The Leadership Team will designate team members as Chairperson, Vice-Chairperson, Secretary, Treasurer, Community Forum Representative, and Community Forum Alternate(s). If a vacancy occurs on the Leadership Team, nominations will be taken, from the existing Leadership Team Members or the Neighborhood Council, for replacement candidates and the vacant position shall be filled by majority vote at the next regular General Meeting.

IV. Vacant position

A Neighborhood Council Leadership Team member's position shall be considered vacated if one or more of the following conditions apply:

- (1) the member no longer resides within the Neighborhood Council boundaries;

(2) the member has submitted written notice (via U.S. Mail or email) to the Southgate Triangle Neighborhood Council Leadership Team or to the Neighborhood Liaison of their resignation;

(3) the member has abandoned the position demonstrated by a failure to attend any three consecutive meetings of the Southgate Triangle Neighborhood Council, and fails to respond to three written attempts to contact the member by the Southgate Triangle Neighborhood Council Leadership Team or by the Neighborhood Liaison, or any combination of the two entities. The three consecutive written attempts must occur within a 60 day period, and each attempt to contact the member must be at least 15 days apart. Attempted contact may be made by delivery of mail by the U.S.P.S. or via email, at an address that has been provided by the member for communications with the Southgate Triangle Neighborhood Council.

V. Notification of Elections

Notification of pending elections shall be given at least 14 days prior to the scheduled elections. Notification shall be carried out either by direct mail, distribution of flyers, postings in the district, newspaper notification, City web site or a combination of the above. Notifications shall include the time and place for all elections.

VI. Duties of Leadership Team

The Leadership Team shall meet monthly. The Leadership Team members shall divide the following duties among themselves:

1. Preside at Neighborhood Council General & Leadership Team Meetings;
2. Report to the Community Forum;
3. Report to City Council;
4. Submit minority reports, when such reports are available;
5. Set up and maintain a communication system;
6. Record meetings and file these minutes with Missoula City Clerk, via the Office of Neighborhoods;
7. Take attendance at Neighborhood Council Meetings;
8. Set agendas and file them with the Missoula City Clerk, via the Office of Neighborhoods;
9. Coordinate volunteers;
10. Account for and report expenses and income in accordance with City fiscal policy;
11. Set up and host Neighborhood Council General & Leadership Team Meetings;
12. Appointing replacements for Leadership Team positions, when such positions become vacant prior to regularly scheduled Neighborhood Council General Meetings or elections; [1]

13. In the event that the Leadership Team has appointed any replacement as provided for above, elections shall be held for that appointed position at the next Neighborhood Council General Meeting. [1]

VII. Neighborhood Council General Meetings

A regular meeting of the Southgate Triangle Neighborhood Council shall be held at least twice annually at the discretion of the Leadership Team. Additional meetings may be called by a majority of the Leadership Team or by a petition of at least 20 Neighborhood Council members outside of the Leadership Team. At least a 2 day notice must be given for any full Neighborhood Council General Meeting. Meetings shall have a published agenda. Meetings shall be conducted in an open manner. When necessary, a three-minute per speaker rule limiting debate may be initiated, either by the Leadership Team or by a general vote, to expedite Neighborhood Council proceedings. In the event of unruly or otherwise unproductive behavior, Robert's Rules of Order shall be followed. Neighborhood Council General Meetings shall be open to everyone, 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.

VIII. Committees

Committees of the Neighborhood Council shall be formed by the Leadership Team or by a general vote of the Neighborhood Council as needed. These committees may take the form of permanent standing committees or ad-hoc committees focused on specific issues. Committee recommendations must be submitted to the Neighborhood Council for approval before action can be taken. Committee members must have attended a committee meeting that discussed the issue in order to vote on committee recommendations. Interested persons who live outside the Southgate Triangle Neighborhood and are not members may attend and participate in committee discussions but may not vote.

IX. Expenditures

All expenditures shall be made with the approval of at least two members of the Leadership Team. All expenditures of City funds must be done in accordance with City fiscal requirements. A detailed financial report will be presented at each semi-annual Neighborhood Council General Meeting.

X. Amendments

Proposed amendments to the Bylaws shall be presented for discussion at a General Meeting of the Neighborhood Council and those amendments must be available in written form at least 14 days prior to the Neighborhood Council General Meeting at which they are to be voted on. At least 2/3 vote of those present and voting is required to adopt any amendment to these bylaws.

XI. Non-Discrimination Clause

Neighborhood Councils shall always conduct themselves in a non-discriminatory 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.

Endnote

- [1]. Language mostly from Ordinance 3312.