



Meeting Policies

Remote Meetings Guidance

The City of Missoula has determined that given current Centers Disease Control (CDC) and Missoula City County Health Department (MCCHD) guidance as well as the City Business Continuity Plan, Missoula Neighborhoods is advised to conduct meetings as follows:

- Community Forum will operate in keeping with other City of Missoula boards and will remain a virtual meeting made available by Escribe and broadcast on MCAT with the goal of being made accessible community-wide.
- Neighborhood Council and Leadership Teams will remain virtual conducted over Zoom Webinar until further notice. We are optimistic we will return to safe, in-person meetings at City-approved outdoor public locations with reasonable groups sizes in accordance with the Health Officer Order on Event and Group Gathering and the next phase of the City of Missoula Business Continuity Plan.

How-To Setup a Meeting

Neighborhood Leadership Team Meetings

- The Leadership Team representative contacts the Leadership Team members to choose a date, time and discussion items. *Goal: 3 weeks in advance*
- Contact Missoula Neighborhoods and request the agenda template: the email address is elamk@ci.missoula.mt.us or contact@missoula-neighborhoods.org
- Add all discussion content to the agenda.
- Email the agenda to neighborhood staff and note: edits will be made on your behalf. *Goal: 2 weeks in advance*
- Staff will link the previous minutes; a Zoom meeting will be created and the join the meeting information will be added to the agenda. It will be posted to the City website under the Calendar section on the main page and under the neighborhood agendas and minutes page. *Goal: 1 week in advance*
- Reminder emails for the following week's meetings are sent out through the neighborhood's listservs on Friday at 10 am.

Meeting Minutes

- After the meeting, the secretary types the minutes and emails them to the neighborhood staff. It is posted to the neighborhood website and if there are corrections at the next meeting, those changes will be made and re-posted to the City website.