



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 held 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. 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 the presenters is paid for their time as public employees. Public comment should be at the end of the meeting as this prevents questions and comments about items that will be discussed during the meeting. The agenda items need a time limit on each item. Once the agenda is in order, email to Kelly in the Missoula Neighborhoods. She will add the Zoom meeting join by phone information on the agenda and post it on the City website. 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 who 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 the attendees and who is absent. The team votes to approve or disapprove the previous meeting minutes. The items on the agenda are to follow and occasionally for various reasons, items will be called 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 keep minutes and track all who attended and who was absent, if a quorum was present, minutes approval or if there were changes, track all motions of who moved and seconded, and summarize a synopsis of the meeting and the outcome of each item.

Neighborhood Council Meeting:

The Neighborhood Council (NC) meets once a year usually in the summer and in a park. Refreshments are purchased and paid from the neighborhood's funding account. Sandwich boards are set up to announce the meeting, and post card invitations are mailed to all of the residences in the neighborhood boundaries. The meeting provides project speakers of happenings in that neighborhood. Elections will take place for people who are interested to become a Neighborhood Leadership Team representative or member.

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 using their mail supplement.

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, Community Forum meetings are scheduled by virtual Zoom when there are items to discuss.

Voting Procedures through Zoom:

A large group of attendees will use the roll call vote by each member method.

Small meeting groups may use the voice vote. If there is one who opposes, a roll call vote will need to take place.

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 City Neighborhood Council website.