



Upper Rattlesnake Neighborhood Council Bylaws

Table of Contents

ARTICLE I. PURPOSE	2
SECTION 1. NAME & BOUNDARIES	2
SECTION 2. PURPOSE	2
ARTICLE II. MEMBERSHIP.....	2
SECTION 1. MEMBERSHIP QUALIFICATIONS	2
SECTION 2. MEMBERSHIP POWERS AND VOTING	2
SECTION 3. MEMBER CONDUCT	3
ARTICLE III. MEETINGS	3
SECTION 1. GENERAL MEETING	3
SECTION 2. LEADERSHIP MEETING.....	3
SECTION 3. DECISION MAKING.....	3
ARTICLE IV. LEADERSHIP TEAM	4
SECTION 1. LEADERSHIP TEAM.....	4
SECTION 2. COMPOSITION	4
SECTION 3. ELECTIONS AND NOMINATIONS	4
SECTION 4. VACANCIES.....	4
SECTION 5. OFFICERS.....	4
SECTION 6. REMOVAL	6
ARTICLE V. COMMITTEES.....	6
ARTICLE VI. OFFICE OF NEIGHBORHOOD INVOLVEMENT	6
ARTICLE VII. NON-DISCRIMINATION	6
ARTICLE VIII. ADOPTION AND AMENDMENT OF BYLAWS	6

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PREAMBLE:

We the people of Upper Rattlesnake Neighborhood Council will pool our resources and creativity to make this a safe and involved neighborhood and one where the residents have an opportunity to recommend what will happen in their immediate neighborhoods and in the Upper Rattlesnake Valley. We will be an informed Neighborhood Council that seeks advice from and acknowledges all neighbors, and will be appreciative of their support and participation.

Article I. Purpose

Section 1. Name & Boundaries

Upper Rattlesnake Neighborhood Council (URNC). The Upper Rattlesnake geographic area includes the Rattlesnake Valley north from the north side of Lolo Street.

Section 2. Purpose

The URNC Bylaws comply with the current City Ordinance governing Neighborhood Councils and is organized in accordance with Missoula Municipal Code Chapter 1.18 with the following goals:

- Encourage citizen participation, the inclusion of differing viewpoints and perspectives that allow residents to feel included and empowered to contribute to improving the livability of their communities,
- Provide an open process by which all neighborhood residents may involve themselves in the affairs of the neighborhood,
- Build opportunities for neighborhood communication, neighborhood-initiated projects, interaction, and problem-solving, and
- Provide an avenue for citizens to make recommendations and communicate with City Council and City government.

Article II. Membership

Section 1. Membership Qualifications

All residents (homeowners, renters, nonprofits, neighborhood organizations, and business owners) residing within the boundaries of the Upper Rattlesnake Neighborhood are members of the URNC. Composition of this Council should reflect the diversity that exists within that neighborhood.

Section 2. Membership Powers and Voting

Each member is eligible to one vote. Representatives from businesses, schools and other organizations are welcome to participate in neighborhood councils and the Community Forum, but may not vote. Voting may be by show of hand or written ballot of the members present. No proxy or absentee votes are allowed for General Membership meetings.

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Section 3. Member Conduct

We consider it a privilege to present and listen to diverse views. We must treat each other with respect. We expect participants to be recognized before speaking, engaging in active listening, and making concise statements.

We further expect participants to refrain from disrespectful displays, such as profanity, personal attacks, signs, and heckling. The presiding officer may ensure that these activities do not interfere with the conduct of the meeting. Attendees who do not observe these guidelines may be asked to leave. At no time may any URNC member represent the URNC to any other public body, City staff, or any organization unless the person has been authorized to make such representations at an advertised public meeting where a vote has authorized such representations to be made.

Article III. Meetings

Section 1. General Meeting

A General Meeting of the Upper Rattlesnake Neighborhood Council shall be held at least once annually. These meetings are open to all members of the URNC. Additional meetings may be called by a vote of the Leadership Team, Neighborhood Coordinator, or a petition of at least 20 members outside of the Leadership Team when submitted to the Neighborhood Coordinator. At least 14 days of public notice must be given for any General Meeting in order to reduce barriers to participation for members and presenters. When necessary, a three-minute per speaker rule limiting debate may be imposed to expedite proceedings. URNC General and Leadership Team 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 Missoula Neighborhoods in a timely manner.

Section 2. Leadership Meeting

The Leadership Team will meet as needed, and at least seven days advance public notice must be given for Leadership Team meetings.

Section 3. Decision Making

Decision-making shall be by a consensus (general agreement) or a majority vote of those voting when consensus cannot be reached. Any URNC members 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 may not be delegated to any individual or committee of the Council. A minority report shall accompany decisions presented to the City Council made by a majority vote, if the minority chooses to submit one.

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Article IV. Leadership Team

Section 1. Leadership Team

Each Neighborhood Council shall elect a Leadership Team. The URNC Leadership Team shall consist of at least five but not more than seven members. Any member of the Upper Rattlesnake Council is eligible to serve on the Leadership Team.

Section 2. Composition

The Leadership Team shall be composed of members elected from within the URNC geographic boundaries. The Leadership Team shall strive to reflect the Neighborhood's diversity in both ages, gender, race, and socioeconomic class. The Leadership Team shall also seek to represent member interests. One person may represent more than one interest group.

Section 3. Elections and Nominations

The URNC elects Leadership Team members at a General Meeting. Leadership Team terms are two years; up to a recommended three consecutive terms. Members may declare candidacy or be nominated by another member. Notification, time, and place of pending elections shall be given at least 14 days before the scheduled elections. The notice shall be carried out either by direct mail, distributions of flyers, postings in the district, newspaper notification, City website, or a combination of the above.

Section 4. Vacancies

If a vacancy occurs on the Leadership Team, the Leadership Team may appoint an interim member, and nominations will be taken from the URNC for replacement candidates. A majority vote shall fill the vacant position at the next General Meeting.

Section 5. Officers

The Leadership Team will designate team members as Co-Chairpersons, Secretary, Treasurer, and a Community Forum representative and alternate. Positions and duties will be reviewed annually.

Collective Duties. As required by the Missoula Municipal Code, Leadership Team duties shall include, but not be limited to, the following:

- (1) Convening and administering General Meetings.
- (2) Establishing a nominating committee to seek candidates for leadership team positions and for the Community Forum Representative and Alternate
- (3) Appointing replacements for Leadership Team positions, and Community Forum Representative and Alternate positions, when such positions become vacant prior to regularly scheduled General Meetings or elections.
- (4) Communicating with City government as directed by the URNC and with URNC members
- (5) Communicating with the Community Forum and with the Neighborhood Liaison
- (6) Promoting participation in City governance
- (7) Establishing committees to carry out these and other functions as appropriate.

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- (8) Holding elections at the next URNC General Meeting when the Leadership Team has appointed any replacement
- (9) Reporting to the City Council
- (10) Submitting Leadership Team minority reports
- (11) Appointing and supporting committees
- (12) Providing any committee in need of an urgent response by the URNC timely access to the full URNC when deemed necessary by the Leadership Team
- (13) Identifying funding sources for neighborhood projects and facilitating timely submission of grant requests
- (14) Preparing, distributing, and tabulating, periodic surveys regarding concerns and interests of URNC members
- (15) Designating members from the Leadership Team to serve as Co- Chairs, Secretary, and Treasurer; the Secretary and Treasurer positions may be combined.

Duties of the Co-Chairs

- (1) Call and preside at meetings of the URNC and URNC Leadership Team
- (2) With input from the Leadership Team, develop meeting agendas, and forward agendas to the Missoula Neighborhoods Office.
- (3) Assure compliance with URNC Bylaws and City and State requirements as they pertain to URNC business
- (4) Review, approve and forward URNC General Meeting and Leadership Team meeting minutes to the Missoula Neighborhoods Office
- (5) Serve as the primary contact for the URNC and URNC Leadership Team.
- (6) Approve all expenditures from URNC Operating and Mailing Supplement funds
- (7) Represent the URNC and URNC Leadership Team as needed

Duties of the Secretary

- (1) Attend all General and Leadership Team meetings
- (2) Record and draft meeting minutes for Leadership Team review
- (3) Assist with the planning of General and Leadership Team meetings
- (4) Maintain a contact list of Leadership Team officers and representatives.

Duties of the Treasurer

- (1) Maintain a local and current spreadsheet for the URNC Operating and Mailing Supplement budgets, to include beginning balance, expenditures by cost, vendor, and purchaser, and the current balance
- (2) Assure compliance with all budget-related Bylaws and City and State requirements
- (3) Forward budget reports and information as requested
- (4) Advise the Co-Chair regarding budget-related issues and/or problems
- (5) Provide the Chair with information regarding the cost of future services (e.g., mailings, meeting rooms) as requested
- (6) Serve as URNC liaison with the Missoula Neighborhoods Office on budget-related issues
- (7) Following Co-Chair approval, provide expenditure approval as requested

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Duties of the Community Forum Representative.

- (1) Represent the URNC at Community Forum meetings and events
- (2) Report Community Forum activities, actions, events, etc. to the URNC Leadership Team
- (3) Respond to Community Forum Leadership Team requests
- (4) Contact the Community Forum Leadership Team as requested
- (5) Provide the URNC Leadership Team with Community Forum-related information as requested

Section 6. Removal

Any elected or appointed officer (resident representative) may be removed, with or without cause, by a majority vote of the members at a membership meeting called for that purpose.

Article V. Committees

The Leadership Team may form Committees of the Neighborhood Council as needed. These may take the form of permanent standing committees or ad-hoc committees focused on specific issues. Committee recommendations must be submitted to the Leadership Team for approval before action can be taken unless the Neighborhood Council has authorized the committee to take specific actions. Membership on committees shall be open to all members of the URNC. Individuals who live outside the URNC boundaries may attend and participate in all discussions but may not vote.

Article VI. Office of Neighborhood Involvement

In all its activities, the URNC and Leadership Team shall operate within the requirements of the Missoula Neighborhoods Office, act with good etiquette, and make good faith efforts to ensure engagement standards are held high.

Article VII. Non-Discrimination

Neighborhood Councils shall always conduct themselves in a nondiscriminatory manner during their meetings, committee meetings, and functions, in addition to their internal elections. There shall be no discrimination based on race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability or national origin, sexual orientation, gender identity, or gender expression.

Article VIII. Adoption and Amendment of Bylaws

Proposed amendments to the bylaws shall be presented at a General Meeting of the URNC. They must be available in written form (posted on the City website) at least 14 days before the General Meeting at which they are voted on. At least two-thirds majority vote of URNC members present is required to adopt any amendment to these bylaws.

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