



## City of Missoula University District Neighborhood Council Bylaws

Approved by Neighborhood Council 05/01/2018  
Approved by City Council 6/4/2018

### **Purpose**

University District Neighborhood Council

- To enhance the livability of the area
- To provide an open process by which all neighborhood residents may involve themselves in the affairs of the neighborhood.
- To increase citizen participation in the neighborhood.
- To provide an avenue for citizens to make recommendations and communicate with City Council and City government.

### **Membership, Elections and Vacancies**

All residents (homeowners, renters and occupants) of the Neighborhood Council residing within the boundaries of the Neighborhood Council are members of the Neighborhood Council and are eligible to vote at meetings on all issues that come before the Council. Membership does not limit anyone's ability to be active politically as an individual.

Decisions shall be made by a majority of those voting. Decisions made by majority vote may be accompanied by a minority report, should the minority opinion choose to submit such report.

The University District Neighborhood Council Leadership Team shall be 5 to 7 elected residents. Any resident of the University District Neighborhood Council may serve on the Leadership Team. Leadership Team members will be elected by the Neighborhood Council at a general election meeting. Leadership Team terms are two years with no term limits. If a vacancy occurs on the Leadership Team, the Leadership Team may appoint an interim member and nominations will be taken from the Neighborhood Council for replacement candidates. The vacant position shall be filled by majority vote at the next general Neighborhood Council meeting.

### **Notification of Elections**

Notification of pending elections shall be given at least 7 days prior to the scheduled elections. Notification shall be carried out either by direct mail, distributions of flyers, postings in the district, newspaper notification, City web site, or a combination of the above. Notification shall include time and place for all elections.

### **Duties of 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. Neighborhood Council members shall speak to the specific issue being discussed and shall refrain from making any negative personal comments, personal criticisms or personal attacks on other Council members, city officials, staff members, or the public during debate, discussion, or comment. At no time may any Neighborhood Council member purport to represent the Neighborhood Council 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. The Leadership Team shall divide the following duties among themselves:

- Preside at Neighborhood Council Meetings
- Report to the Community Forum
- Report to City Council
- Submit minority reports, when such reports are available
- Set meeting agendas and file them with the Office of Neighborhoods
- Take attendance at Leadership Team and Neighborhood Council meetings
- Record meetings and file these minutes with the Office of Neighborhoods
- Coordinate volunteers
- Account for and report expenses and income in accordance with City fiscal policy
- May edit and publish a newsletter
- Set up and host Neighborhood Council meetings
- Identify, recruit, and train future Leadership Team candidates

### **Meetings**

The Leadership Team will meet as needed. At least 7 days advance public notice must be given for Leadership Team meetings. A general meeting of the University District Neighborhood Council shall be held at least once annually. Additional meetings may be called by a vote of the Leadership Team, by the Neighborhood Coordinator, or if a petition of at least 20 residents outside of the Leadership Team is submitted to the Neighborhood Coordinator. At least 7 days public notice must be given for any general Neighborhood Council meeting. When necessary, a three minute per speaker rule limiting debate may be imposed to expedite proceedings. Neighborhood Council, 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 Office of Neighborhoods in a timely manner.

### **Committees**

Committees of the Neighborhood Council shall be formed by the Leadership Team as needed. Voting members on the committees shall be limited to residents of the Neighborhood Council.

### **Expenditures**

All expenditures shall be made with the approval of the Treasurer and at least one other member of the Leadership Team. All expenditures of City funds must be expended in accordance with City fiscal requirements.

### **Non-Discrimination Clause**

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

### **Conduct of Participants at Meetings**

We consider it a privilege to present, and listen to, diverse views.

It is essential that we treat each other with respect.

We expect that participants will:

- Be recognized before speaking
- Engage in active listening
- Make concise statements

We further expect that participants will refrain from disrespectful displays, such as:

- Profanity
- Personal attacks
- Signs
- Heckling

The presiding officer may ensure that these activities do not interfere with the conduct of the meeting. Attendees who do not observe these may be asked to leave the premises.

### **Amendments**

Proposed amendments to the bylaws shall be presented at a general meeting of the Neighborhood Council and must be available in written form at least 7 days prior to the Neighborhood Council meeting at which they are voted on. At least 2/3 majority vote of Neighborhood Council residents present is required to adopt any amendment to these bylaws.



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