



City of Missoula
BYLAWS OF THE COMMUNITY FORUM

Adopted by Community Forum 4/26/2018
Adopted by City Council 6/4/2018

NAME

- The name of this organization shall be the Community Forum of the City of Missoula.
- The Community Forum is established to implement the “Community Council” provisions of the City of Missoula Charter, approved by the voters on June 4, 1996, with the intent of increasing citizen participation in City governance.

PURPOSE

The purpose of the Community Forum is to provide an arena for designated representatives of Neighborhood Councils to come together, share information and make recommendations to the City government on City-wide issues. Some of the functions shall be to

- share skills and resources in order to increase the capabilities of individual Neighborhood Councils;
- identify and discuss issues of concern brought forth by any Neighborhood Council;
- provide coordinated support for issues to be presented to City government agencies;
- increase citizen participation in City government, bridging the gap between citizens and government;
- serve as a training ground for leadership;
- serve as an educational and communication forum to increase knowledge of activities and issues in individual neighborhoods;
- and provide two-way communication between neighborhoods and City Council.

MEMBERS

The Community Forum consists of one voting member selected by and representing each Neighborhood Council, according to the bylaws of that Council. The one voting member is the elected Community Forum Representative, or if absent the elected Community Forum Alternate. If the Representative and the Alternate for any Neighborhood are in attendance at a Forum meeting, the Neighborhood’s vote shall rest with the Representative.

DUTIES OF THE COMMUNITY FORUM

- The Community Forum will provide a monthly report back to City Council at its next regularly scheduled meeting. This report will foster communications between City Council and the Community Forum, while keeping City Council members current on issues before the Community Forum.
- The Community Forum may submit budget requests for review by the Mayor and the City Council as part of the annual budget review process.
- The Community Forum will review and approve recommendations to change geographic boundaries by Neighborhood Councils.
- The Community Forum may call Neighborhood Council meetings if requested by at least 20 members of the Neighborhood Council, who have made a written request to the affected Neighborhood Council Leadership Team and if the Leadership Team has not responded within 15 calendar days.

LEADERSHIP TEAM

- The Community Forum Leadership Team shall consist of three to seven members. Members of the Leadership Team shall be elected members of the Community Forum and shall serve a two-year term with no limit on the number of terms served.
- Candidates for the Leadership Team may nominate themselves or be nominated by a Community Forum member. Votes shall be cast at the next monthly meeting following nominations.

The duties of the Leadership Team shall be to

- meet one or two weeks prior to the next regular Community Forum meeting to set the agenda for the next meeting. Agendas will be emailed, or otherwise provided, to the Neighborhood Council Leadership Teams.
- approve all expenditures of Community Forum funds by at least two members of the Leadership Team in compliance with the City Purchasing policy.
- be responsible for drafting language for recommendations to City Council. The final draft of recommendations shall be approved by the Leadership Team prior to submission to the Community Forum for Community Forum discussion and vote. The Community Forum must allow a reasonable amount of time for a minority report to be prepared prior to the Community Forum submitting the approved Community Forum recommendation to City Council or City Clerk. If a minority report is prepared it shall be submitted with the Community Forum recommendations.
- establish a strategic plan with goals and tactics for the Leadership Team and present them to Community Forum for adoption. The strategic plan serves as a guide for the Leadership Team to engage in new activities and roles on an annual basis.

MEETINGS

- The Community Forum generally meets on the fourth Thursday of each month in City Council Chambers except in November and December. If the time or place changes from that regularly scheduled, Neighborhood Council Leadership Teams shall be notified at least one week in advance of the meeting.
- Decisions shall be made by a majority vote of those designated Community Forum Representatives present and voting.
- The Community Forum encourages Alternates to attend meetings as observers in the audience, unless the Community Forum Representative is absent, in which case the elected Alternate would be a voting member.

COMMITTEES

- Committees of the Community Forum shall be formed at a regular meeting or by the Leadership Team as needed. These may take the form of permanent standing committees or ad hoc committees focused on specific issues.
- Interested persons who are not members of the Community Forum may attend committee meetings and participate in committee discussions but may not vote.
- Committee recommendations must be submitted to the Community Forum for approval.

PARLIAMENTARY AUTHORITY

The rules contained in the Modern Edition of *Robert's Rules of Order* shall govern the Forum in event of a deliberative impasse. When necessary, a three-minute per speaker rule limiting debate may be initiated to expedite Forum proceedings.

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

Any proposed amendment to these bylaws shall be posted online and presented in writing at a meeting of the Community Forum. It will be scheduled for discussion at the next regular Community Forum meeting, and shall be scheduled for final discussion and vote at that meeting. A two-thirds majority of those present and voting is required to adopt any bylaw amendments.



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