



## City of Missoula

### Farviews - Pattee Canyon Neighborhood Council Bylaws

Approved by Neighborhood Council: 07/12/2018

Approved by Missoula City Council: 07/23/2018

**Preamble:** We the people of Farviews - Pattee Canyon Neighborhood Council will pool our resources and creativity to make this a safe and involved neighborhood, one where the neighbors have an opportunity to recommend what will happen in their immediate neighborhoods and in the Farviews - Pattee Canyon area in general. We will be an informed Neighborhood Council that seeks advice from and acknowledge all neighbors, and will be appreciative of their support and input.

#### **ARTICLE 1. NAME**

**1.1 Name.** The name of this Neighborhood Council shall be "Farviews - Pattee Canyon Neighborhood Council"

#### **ARTICLE 2. PURPOSE OF THE NEIGHBORHOOD COUNCIL**

**2.1 Purpose.** We have come together from diverse backgrounds as the Farviews - Pattee Canyon Neighborhood Council to be advisors for the well-being of our neighborhood. The well-being of our neighborhood and that of the larger Missoula community are closely interrelated. We intend to work in clear, caring and accountable ways for the benefit of our neighborhood and for the common good. We welcome this opportunity to let grassroots democratic processes help revitalize neighborhood advisory role. We commit ourselves to working together in a spirit of mutual respect.

This Neighborhood Council is organized in accordance with Missoula Municipal Code Chapter 1.18 in order:

- to increase neighborhood and individual participation in city government;
- to provide a forum for, and promote the involvement of neighbors in matters affecting our neighborhood; and
- to increase the awareness of strong neighborhoods as essential components of a strong Missoula community.

### **ARTICLE 3. MEMBERSHIP and VOTING**

**3.1** All residents (homeowners, renters and occupants) of the Farviews - Pattee Canyon 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.

Individuals who live outside the Farviews - Pattee Canyon Neighborhood Council boundaries may attend and participate in all discussions, but may not vote.

### **ARTICLE 4. LEADERSHIP TEAM**

**4.1 Membership, Elections, and Vacancies.** The Farviews - Pattee Canyon Neighborhood Council Leadership Team shall be 5 to 7 elected residents. Any resident of the Farviews - Pattee Canyon 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.

**4.2 Notification of Elections.** Notification of pending elections shall be given at least 15 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.

**4.3 Duties of Leadership Team Members.** 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. 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

## **ARTICLE 5. NEIGHBORHOOD COUNCIL MEETINGS, CONDUCT, COMMITTEES, AND EXPENDITURES**

**5.1 Leadership Team Meetings.** The Leadership Team will meet as needed. At least 7 days advance public notice must be given for Leadership Team meetings.

**5.2 General Meetings.** A general meeting of the Farviews - Pattee Canyon 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.

### **5.3 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:

- 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.

**5.4 Non-Discrimination Clause.** The Farviews - Pattee Canyon Neighborhood Council shall always conduct their selves in a nondiscriminatory manner during their 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.

**5.5 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 committee

has been authorized by the Neighborhood Council to take specific actions. Membership on committees shall be open to all members of the Neighborhood Council

- 5.6 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.

#### **ARTICLE 6. AMENDMENTS**

- 6.1 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 15 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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