

## **Northside/Westside Neighborhood Council Leadership Team Meeting Agenda**

Date: November 22, 2016  
Time: 6:00 P.M.  
Location: Burns St. Bistro  
1500 Burns St.  
Missoula, MT 59802

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1. Approval of minutes
2. Emergency Contact Magnets and Consideration of Approval for Funding - Brian Furey
3. Discussion of NS/WS Missoula Invest Health Walk around
4. NS/WS Bylaws Review and Proposed Changes
5. Community Forum Report – Andi Hoelzel
6. Office of Neighborhoods Report – Jane Kelly, Neighborhood Coordinator
7. New Business
8. Public comment on non-agenda items
9. Announcements

# Neighborhood Council Request for Reallocated Funds

Revised 6/25/12

NC Leadership Team members, you can use this form to request reallocated funds.

The Community Forum Leadership Team will review requests the second Thursday of the month and forward recommendations to the Community Forum on the fourth Thursday of the month for consideration.

If you have questions about what neighborhood council operating funds can be spent on, The Community Forum and City Council have adopted Resolution 7581 which gives specific guidelines for the Appropriate Uses of Neighborhood Council Operation Funds. (see attached)

Neighborhood Council:

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Amount requested: \_\_\_\_\_

Why are you requesting reallocated funds?

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What do you plan to use the funds for?


*Adopted: 5/5/2008 by City Council  
Amended: 4/30/2008*

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

All residents of the Northside and the Westside, as defined by the Community Forum, are members of the Northside/Westside Federated Neighborhood Council and are eligible to vote at meetings on all issues that come before the council. No individual may have more than one vote.

Decisions shall be made by a 2/3-majority vote of those present and voting and shall be accompanied by a minority report if the person(s) in the minority wish to submit one to the leadership team to be included in the council's report. Decisions regarding budget proposals, selection of Leadership Team members and advice to the City government shall not be delegated to any individual or committee of the Council.

The Northside/Westside Federated Neighborhood Council leadership team shall be composed of a minimum of five individuals and a maximum of seven or fourteen. Leadership Team candidates may nominate themselves from the floor or be nominated by others. The Leadership Team shall comprise those nominees receiving the highest number of votes from the neighborhood council members present. The Leadership Team members shall reflect the diversity of their neighborhoods in both age and gender. The Leadership Team shall include a representative of the Northside Neighborhood Association and a representative from the Westside Neighborhood Association, as well as an additional member from the Northside and one from the Westside. If membership does not reflect this diversity, there shall be ongoing recruitment for the positions. In addition, the Leadership Team shall attempt to include at least one homeowner, one renter, and one school-age youth. The neighborhood council, as opposed to the leadership team, shall elect the community forum representatives and alternates.

The Leadership Team shall establish a permanent nomination committee whose function shall be to identify and recruit future leadership team candidates. Terms for the leadership team shall be of two years duration with elections staggered such that one-half the members will be elected in odd-numbered years and the remainder elected in even-numbered years. Leadership Team members are limited to two consecutive terms in the same position. If a vacancy occurs on the Neighborhood Council Leadership Team due to resignation, moving out of the district, or death, nominations will be taken from the council for replacement candidates and the vacant positions shall be filled at the next regular meeting.

### **Separation of Northside And Westside In To Two Councils.**

By a vote of 2/3 of the neighborhood council of those present and voting, the neighborhood council may elect to discontinue its federated status and proceed as two separate councils. Such a decision would require a minimum of 30 days notice.

### **Notification of Elections**

Notification of pending elections shall be given at least 14 days prior to the scheduled elections. Notification shall be carried out either by direct mail, postings in the district, notification in the Missoulian and/or Independent, distribution of flyers or a combination of the above. Notification shall

include the time and place for all elections, as well as information on the nomination procedure for leadership team candidates.

### **Duties of Officers**

The Leadership Team will designate team members as Co-Chairpersons, Secretary, and Treasurer. The Leadership Team shall divide the following duties among themselves:

1. Preside at Neighborhood Council Meetings
2. Report to the Community Forum
3. Report to the City Council
4. Submit Minority Reports
5. Set up and maintain a communication system
6. Record meetings (minutes), and file with the Missoula City Clerk
7. Take attendance
8. Set agenda
9. Coordinate volunteers
10. Account for and report expenses and income in accordance with city fiscal policy
11. Contribute to, and facilitate distribution of, the neighborhood newsletter
12. The Leadership Team will meet at least four times a year
13. Select members of the nominating committee

### **Meetings**

A regular meeting of the Northside/Westside Federated Neighborhood Council shall be held at least once a year. Additional Neighborhood Council meetings may be called by the Leadership Team by a majority vote, or by petition of at least 20 residents outside the Leadership Team. Notices and agendas of meetings shall be given in advance.

Meetings shall be conducted in an open manner. If necessary a Three-Minute Rule may be initiated on member debate to expedite Council proceedings. In the event of unruly or otherwise unproductive behavior during Neighborhood Council meetings, Roberts Rules of Order shall be followed.

Neighborhood Council meetings shall be open to the public and will be subject to the provisions of the Montana Open Meeting Law and Public Participation. Meeting agendas and minutes are to be filed with the City Clerk.

### **Committees**

Committees of the Neighborhood Council shall be formed by the Leadership Team as needed. These may take the form of standing committees of permanent duration or ad-hoc committees focused on a specific issue. Committees' recommendations must be submitted to the council for approval by a vote before action can be taken. In the event that certain agencies require a comment before the neighborhood council can meet, the leadership team or a committee may submit comment, but must stipulate that it is a committee's comment and not the neighborhood council's.

Membership on committees shall be open to all members of the Neighborhood Council. Interested persons who live outside the Neighborhood Council area, may attend and participate, but may not vote.

**Expenditures**

All expenditures shall be made with the approval of at least two members of the Leadership Team. Expenditures of \$100 or more shall require the approval of a majority of the Leadership Team. All expenditures of city funds must be done in accordance with city fiscal requirements.

**Boundaries**

The boundaries of the jurisdiction of the Neighborhood Council are reflected in the City of Missoula Neighborhood Council Map which can be amended by the neighborhood council and approved by City Council. The neighborhood council must review its boundaries at least once every two years.

**Amendments**

Proposed amendments to these by-laws shall be presented for discussion at a regular meeting of the Neighborhood Council and shall be available in written form at least 14 days prior to the Neighborhood Council meeting at which they are voted upon.

## Recommended Bylaw Format

These recommended bylaws outline the information that should be included in your Neighborhood Council bylaws. Neighborhood Councils are free to create bylaws that are reflective of their Council. Neighborhood Councils are encouraged to update and change bylaws as needed. All bylaws submitted to the Office of Neighborhoods will be reviewed by the City Attorney for legality and if approved will need to be approved by the Neighborhood Council and then will be submitted to the City Council for a vote.

### Purpose

XXXX 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.

Or:

We have come together from diverse backgrounds as the XXXX 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

### 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 XXXX Neighborhood Council Leadership Team shall be 5 to 7 elected residents. Any resident of the XXXX Neighborhood Council may serve on the Leadership Team. The Leadership Team shall attempt to reflect the diversity of the neighborhood in age, gender, ethnicity and socioeconomic status.

Leadership Team members will be elected by the Neighborhood Council at a general election meeting. Leadership Team terms are one/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 XXXX 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**

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

### **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 meetings, and committee meetings, functions, etc., in addition to their internal elections. There shall be no discrimination on the basis of race, ancestry, color, physical or mental disability, religion, national origin, sex, age, marital or familial status, creed, ex-offender status, physical condition, political belief, public assistance status or sexual orientation, gender identity or expression.

### **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.



Jane Kelly, Neighborhood Coordinator  
Northside/Westside Leadership Team

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