

University Neighborhood Council Leadership Team Meeting Agenda

Date: February 7, 2018

Time: 6:30pm-8: 30pm

Location: Lewis and Clark Village Community Room
3000 S. Higgins Ave. Missoula

1. Approval of [January 8, 2018](#) minutes
2. Correspondence
3. Treasurer's Report – Peter Drakos
4. ASUM Neighborhood Ambassadors Update- Jordan Lyons
5. Community Forum Report – Katie Sullivan
6. Office of Neighborhoods Report- Jane Kelly
7. Discuss current Bylaws and proposed amended Bylaws- Jane and Julie
8. Discuss 2018 Leadership and General meeting dates
9. Update Neighborhood speeding/traffic calming issues- Katie Sullivan
10. Accessory Dwelling Units and Amendments- Katie/Jane
11. Neighborhood Priorities-
 - Urban Deer - Julie
 - *Traffic calming/speeding issues - Katie
 - Lengthy construction projects - Dave
 - Dog waste- Dave & Tony
 - Code compliance/line of sight problems - Dave
 - Trash and furniture in yards/alleys – Tony
 - * Mandatory safety and health inspections – Peter
 - Trailhead signs/improvements – Jeff
12. Public comment of non-agenda items
13. Announcements

Jane Kelly, Neighborhood Coordinator jkelly@ci.missoula.mt.us 552-6081

Karen Gasvoda, Neighborhood Assistant kgasvoda@ci.missoula.mt.us 552-6084

University District Neighborhood Council university@missoula-neighborhoods.org

**CITY CLERK DEPARTMENT BUDGET
FUND: GENERAL FUND
ACCOUNTING CODE: 1000.223**

1/30/2018

**ACTIVITY NAME: UNIVERSITY DISTRICT
ACTIVITY CODE: 410107**

ACCOUNT	DESCRIPTION	BUDGET	ACTUALS	ENCUMBRANCES	BALANCE	%
310	Mailing Supplement	\$ 1,581.00	\$ 610.45		\$ 970.55	61%
700	Grants and Contributions	\$ 800.00	\$ 236.76		\$ 563.24	70%
	TOTAL EXPENSES	\$ 2,381.00	\$ 847.21	\$ -	\$ 1,533.79	64%
	UNIVERSITY DISTRICT TOTAL	\$ 2,381.00	\$ 847.21	\$ -	\$ 1,533.79	64%

[EXPENSE DETAIL](#)

[BACK TO BUDGET SUMMARY](#)

EXPENSE DETAIL

[BACK TO BUDGET SUMMARY](#)

Sum of AMOUNT	Division		University NC Total	Grand Total
	University NC			
Check Run Date	410107	410107 Total		
	310 - Mailing Sup.	700 - General		
10/17/2017	\$ 4.98	\$ 4.98	\$ 4.98	\$ 4.98
Fresh Market	\$ 4.98	\$ 4.98	\$ 4.98	\$ 4.98
10/31/2017	\$ 610.45	\$ 195.03	\$ 805.48	\$ 805.48
The Directory	\$ 610.45		\$ 610.45	\$ 610.45
Julie Stephensen	\$ 195.03	\$ 195.03	\$ 195.03	\$ 195.03
1/30/2018	\$ 36.75	\$ 36.75	\$ 36.75	\$ 36.75
Missoula County	\$ 36.75	\$ 36.75	\$ 36.75	\$ 36.75
Grand Total	\$ 610.45	\$ 236.76	\$ 847.21	\$ 847.21

NEIGHBORHOOD COUNCIL OF THE UNIVERSITY DISTRICT BYLAWS

NC amended and approved on: April 30, 2015

Adopted by City Council on: May 11, 2015

Neighborhood Council – Membership and Elections- All residents of the University District are members of the Neighborhood Council of the University District and are eligible to vote at meetings on all issues that come before the council. Businesses, churches, schools, neighborhood organizations and other entities within the district are eligible to designate a representative to attend meetings but may not vote on issues that come before the council. Leadership Team candidates may nominate themselves from the floor or be nominated by others. The Leadership Team membership may reflect the diversity of their neighborhoods in the district's three major geographic areas: 1) Beckwith Ave., from Higgins to Mt. Sentinel, north to the river, 2) Beckwith Ave., from Higgins to Mt. Sentinel, south to the turn off to Pattee Canyon Rd., and 3) The University of Montana student housing. Decisions shall be made only by a consensus or majority vote of the Neighborhood Council and the Leadership Team. Dissenting members may file a minority report with the Leadership Team to be submitted to the City Council.

Leadership Team—Membership, Conduct of Business and Vacancies. The Leadership Team shall have five to seven members. In the event the number falls below 7, the Leadership Team may appoint an interim member or members who will serve until the next Neighborhood Council meeting. A quorum for any meeting of the Leadership Team is set as a majority of the current Leadership Team members. Term of the Leadership Team members shall be 2 years with no limit on the number of terms served.

Leadership Team – Duties. The Leadership Team will choose Co-Chairpersons, a Secretary, Treasurer and Community Forum Representative and Alternate from among Team members for 2 year terms. At the discretion of the Leadership Team, the Secretary and Treasurer offices may be held by one person with the role of Secretary-Treasurer or by two people each taking one of the roles. The Team shall divide the following duties among themselves.

1. Preside at Neighborhood Council meetings.
2. Report to Community Forum.
3. Report to City Council.
4. Submit minority reports to the City Council.
5. Set meeting agendas and file them with the Neighborhood Coordinator.
6. Record meetings and file minutes with the Neighborhood Coordinator.
7. Take attendance at the Neighborhood Council meeting.
8. The Leadership Team will meet at least once a quarter.
9. Approve spending and account for and report expenses and income in accordance with city fiscal policy.
10. Set up and host Neighborhood Council meetings.

Meetings - General meetings of the Neighborhood Council of the University District shall be held at least twice annually. Additional Neighborhood Council meetings may be called by the Leadership Team or by a petition of at least 20 residents outside the Leadership Team. If needed, a special meeting would be limited to Public Comment and the topic(s) for which it was called. At least 7 day's notice, with a posted agenda, must be given for any General Council meeting. Meetings shall be conducted in an open manner. Neighborhood Council meetings shall be open to the public and are subject to the provisions of the Montana Open Meeting and Public Participation Laws. 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, postings in the district, notification in the newspaper, posting on the city web site or a combination of the above. Notification shall include the time and place as well as information on the nomination procedure for the Leadership Team candidates.

Committees - Committees of the Neighborhood Council shall be formed by the Leadership Team as needed. Voting Members on 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 done in accordance with City fiscal requirements.

Amendments - Proposed amendments to the Bylaws shall be presented for discussion at a General meeting of the Neighborhood Council and must be available in written form at least 15 days prior to the Neighborhood Council of the University District meeting at which they are voted on. At least 2/3rds vote of those voting is required to adopt any amendment to these bylaws.

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.

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.



City of Missoula

XXXX Neighborhood Council Bylaws

Approved by Neighborhood Council XX/XX/XXXX

Approved by City Council XX/XX/XXXX

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. 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 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.



Neighborhood Coordinator
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