

# University District Neighborhood Council Bylaws Committee Meeting Agenda

Date: February 12, 2015

Time: 4:30 p.m. – 6:00 p.m.

Location: Lewis and Clark Villages  
3000 S. Higgins  
Missoula, MT 59801

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1. Bylaws Review
2. New Business
3. Public comment on non-agenda items
4. Announcements

## NEIGHBORHOOD COUNCIL OF THE UNIVERSITY DISTRICT BYLAWS

NC amended and approved on 9/18/12

Adopted by City Council 10/1/2012

**Neighborhood Council – Membership and Elections-** All residents of the University District, as defined by the Community Forum, 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 elected 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 5, the Leadership Team shall then 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. Leadership Team members are limited to a maximum of 2 consecutive terms.

**Leadership Team – Duties.** The Leadership Team will choose Co-Chairpersons and a Secretary and Treasurer from among Team members. 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 up and maintain a communication system.
6. Set meeting agendas and file them with the Missoula City Clerk

7. Record meetings and file minutes with Missoula City Clerk.
8. Take attendance at the Neighborhood Council meeting.
9. The Leadership Team will meet at least once a quarter.
10. Approve spending and account for and report expenses and income in accordance with city fiscal policy.
11. Set up and host Neighborhood Council meetings.

**Community Forum Representative and Alternate—Membership, Elections and Vacancies.** A Community Forum Representative and Alternate shall be elected by the Neighborhood Council at large and be voting members of the Neighborhood Council. An election of the Community Forum Representative and Alternate will be held during a Neighborhood Council meeting. The individual receiving the greatest number of votes will be the Community Forum Representative, and the runner-up will be the Alternate. The Alternate will serve on the Community Forum if the Representative cannot attend or a vacancy occurs. Candidates for the Community Forum may nominate themselves from the floor or be nominated by others. The Neighborhood Council Leadership Team and the Community Forum Representative and Alternate's terms will be for two years, and they are limited to two consecutive terms. If both the Community Forum Representative and Alternate are unable to attend or if vacancies occur the Leadership Team shall appoint an interim Representative and Alternate who shall serve until the next general meeting of the Neighborhood Council.

**Community Forum Representative—Duties.** The Community Forum Representative's duties include representing the Neighborhood Council's issues, projects, and concerns at the Community Forum meetings.

**Meetings** - Regular meetings of the Neighborhood Council of the University District shall be held at least twice annually. If needed, additional Neighborhood Council meetings may be called by the Leadership Team or by a petition of at least 20 residents outside the Leadership Team. 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 full 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. Meeting agendas and minutes will be filed with the City Clerk in a timely manner. 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.

At least 7 days' notice, with posted agenda, must be given for any general Neighborhood Council meeting. 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.

**Committees** - Committees of the Neighborhood Council shall be formed by the Leadership Team as needed. Membership on committees shall be open to all members 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 regular 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 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.