

## **Franklin to the Fort Neighborhood Council Leadership Team Meeting Agenda**

Date: April 28, 2015

Time: 5:30 p.m. – 7:00 p.m.

Location: Sunrise Coffee Shop  
1951 Kensington Ave  
Missoula, MT 59801

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1. Bylaws Review
2. Community Forum Report – Michelle Cares
3. Office of Neighborhoods Report – Jane Kelly
4. New Business
5. Public comment on non-agenda items
6. Announcements

Adopted February 13, 2001  
Amended 3/18/04  
Approved by CC 4/19/04  
Amended 4/10/08

## Franklin to Fort Neighborhood Council By-Laws

### 1.0 MEMBERSHIP

All residents of the Franklin to Fort Neighborhood Council area, as defined by City of Missoula Ordinance 3030, are members of the Neighborhood Council. Members are eligible to vote on all issues that come before the Neighborhood Council. Votes cast by Non-Members will not count and will be forwarded as a non-resident vote report. No person shall have more than one vote.

1.1 Decisions shall be made by a majority vote of all members present. Decisions made by a majority vote shall be accompanied by a vote tally, and shall include a summary of dissenting opinion(s). If submitted, minority report(s) reflecting the opinions other than the majority shall be attached. Responsibility for preparation of the minority report will rest with a designated member of the minority present at the time of the vote and be turned in to the Leadership Team of the Neighborhood Council no later than ten days after the vote.

### 2.0 LEADERSHIP TEAM:

Election to the Leadership Team of the Franklin to Fort Neighborhood Council shall be by a vote of the Members of the Neighborhood Council as close as practical to the month of February each year.

2.1 Nomination to Leadership Team will be from the floor at a regularly scheduled Neighborhood Council meeting. Individuals may nominate themselves.

2.2 The Nominees with the greatest number of votes will be placed on the leadership team until all vacancies have been filled.

2.3 Leadership Team composition shall attempt to reflect the diversity of the Neighborhood Council area.

2.4 If a vacancy occurs on the Leadership Team due to resignation, death or Member moving from this Neighborhood Council area; - nominations will be taken from the council for replacement candidates and the vacant position shall be filled by a vote at the next regular meeting.

2.5 Leadership Team members are expected to provide consistent, cooperative and positive participation in the Neighborhood Council.

2.6 A leadership team member vacates his/her position by failing to attend 3 consecutive leadership team meetings or 2 leadership team meetings and the subsequent neighborhood council meeting without good cause shown.

2.7 The Leadership Team shall be comprised of 5 to 7 members, which shall include the primary community forum representative. The terms of the Leadership Team shall be staggered, and one or two years in duration.

2.8 Leadership Team Members may not serve more than 6 consecutive years.

2.9 Duties of the Leadership Team:

1. Convene and administer at Neighborhood Council Meetings.
2. Report to Community Forum via the elected Community Forum Representative.
3. Report to City Council as necessary and with approval of the Leadership Team.
4. Record and submit minutes of meetings to the City Clerk.
5. Take attendance to be submitted as part of the minutes.
6. Set up and maintain a communication system between Members and/or City Government.
7. Submit majority and/or minority reports when provided.
8. Set and file meeting agendas with the City Clerk.
9. Create Committees as needed and coordinate its volunteers.
10. Account for and report expenses and income in accordance with City Fiscal Policy.
11. May publish a newsletter.
12. Respond to City Agencies on the Neighborhood Council's behalf and report back to the Neighborhood Council at the next regularly scheduled meeting.
13. Attempt to encourage participation of people in all Neighborhood Council activities.
14. Designate a neighborhood member to temporarily fill a vacated leadership team seat until the next neighborhood council meeting/election.

3.0 MEETINGS:

A regular meeting of the Franklin to Fort Neighborhood Council shall meet at least once a year.

3.1 Neighborhood Council meetings shall be conducted by a moderator nominated by the leadership team as approved by the Neighborhood Council.

3.2 Meetings shall be public meetings conducted pursuant to Montana's public participation laws. If

necessary, a Three Minute Rule per member per issue may be initiated to expedite 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 comply with Montana Open Meeting Law, Public Participation in Government Operations Statute, and the Americans with Disabilities Act.

3.3 Leadership Team shall schedule meetings. However, a meeting may be called by any 20 Members of the Neighborhood Council who will designate a contact person to carry their request to the Leadership Team of the Franklin to Fort Neighborhood Council. The Leadership Team of the Franklin to Fort Council would have 7 days to respond to the contact person or that person then could appeal to the Community Forum for resolution of the issue for which the meeting was requested.

4.0 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 specific issues. Committee recommendations must be submitted to the Neighborhood Council for a vote before action may be taken.

4.1 COMMITTEE MEMBERSHIP: Membership on committees shall be open to all Members of the Neighborhood Council.

5.0 EXPENDITURES: All expenditures of the Neighborhood Council shall be made with approval of a majority of the Leadership Team members present but by no less than three members of the Leadership Team. All expenditures must comply with City Fiscal Policy.

6.0 BOUNDARIES: Franklin to the Fort Neighborhood Council shall review its boundaries as needed, and make boundary change recommendations in compliance with Community Forum and the City's boundary policies.

7.0 COMMUNITY FORUM REPRESENTATIVE: Franklin to Fort Neighborhood Council shall elect its Community Forum Representative and an alternate to attend Community Forum meetings.

8.0 AMENDMENTS: Proposed amendments to these By-Laws shall be presented for discussion at a regularly scheduled meeting of the Neighborhood Council. These proposed amendments shall be available in written

form at least two weeks prior to the meeting at which the amendments will be voted on. A majority of Members present is a requirement to adopt any amendment.