

## **Northside/Westside Federated Neighborhood Council By-Laws**

*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.