

*written by ACIR  
are changeable*

**City of Great Falls  
Advisory Commission on International Relationships  
By-Laws**

**MISSION STATEMENT:** The mission of the Advisory Commission on International Relationships is to promote, facilitate and nurture international relationships for the City of Great Falls serving as a liaison for information and opportunities. These would relate to areas such as cultural, medical, educational, or business.

**CREATION:** The Advisory Commission on International Relationships (The ACIR) was created on November 8, 2000 and codified as OCCGF 2.22 to serve in an advisory capacity to the City Commission. The purpose of ACIR is to provide support, coordination, and exchange of information for international programs in the community.

**ARTICLE I – MEMBERSHIP**

Section 1 – Number. The ACIR shall consist of nine (9) to eleven (11) members as determined by the Official Code of the City of Great Falls (OCCGF) 2.22. The City Commission shall appoint all members.

Section 2 – Term of Office. The staggered terms of office shall be three years from and after April 17<sup>th</sup> of the year of appointment. The terms shall be as follows: Two members at one year; Two members at two years; One to three members at three years. There shall be no term limits.

Section 3 – Quorum. A majority of the ACIR constitutes a quorum. A majority of the ACIR members present at a meeting at which there is a quorum shall constitute a majority unless otherwise specified. The calculation of a quorum shall be based on the total number of non-vacant positions on the ACIR.

Section 4 – Proxy. Absentee, telephone or proxy votes are not allowed.

Section 5 – Removal from the ACIR Commission. ACIR members are appointed by the City Commission and therefore must be removed by the same body. The ACIR may make recommendations to the City Commission for removal of a member, if the member has missed more than one-third (1/3) of the regular meetings in a calendar year without a health or medical excuse.

Section 6 – Vacancies. Upon resignation of any ACIR member, the City Commission will be requested to fill the vacancy.

**ARTICLE II – PRINCIPLE OFFICE**

Section 1 – Location. The principle location for the ACIR will be: City of Great Falls - #2 Park Drive, Civic Center, Room 104 – Great Falls MT 59401.

### ARTICLE III – MEETINGS

Section 1 – Schedule. Regularly scheduled meetings will be held monthly on the 4<sup>th</sup> Tuesday of each month at 7:00 p.m., or at such other time as the ACIR may set upon a vote of two-thirds of the members present.

Section 2 – Procedure. All meetings are conducted under Robert's Rules of Order.

Section 3 – Public Participation. All meetings of the ACIR shall comply with the Open Meetings laws of the State of Montana.

### ARTICLE IV – ATTENDANCE

Section 1 – Attendance. Excused absences are acceptable and absence will be excused if the member has made every effort to notify the City Staff that he/she will be unable to attend prior to the meeting or within twenty-four hours following the meeting. Absent members shall obtain any and all information and data covered at the missed meeting.

Attendance will be taken at each ACIR meeting and members will be noted as present, excused or unexcused, and will be so recorded in the minutes of the meeting.

### ARTICLE V – OFFICERS

Section 1 – Officers. The offices of the ACIR, which are to be selected from and voted upon by the ACIR members, shall be chair, vice-chair, secretary and treasurer. They shall be elected by a majority of the entire ACIR.

Section 2 – Nominating Procedures. Nominations of officers will be held at the first regularly scheduled meeting following annual appointments. The Chair shall call for the nominations from the floor for each office.

Section 3 – Election Procedures. Elections will occur at the regularly scheduled following nominations. Voting will be by acclamation when there is only one candidate for a particular office. Voting shall be by secret ballot when there is more than one candidate for a particular office or if nominations are made from the floor. Any candidate who receives a majority of votes on any ballot shall be declared elected. If no candidate receives a majority of votes on the first ballot, a second ballot shall be taken on the two candidates who received the highest number of votes.

Section 4 – Term of Office. All officers hold office for one year and until their successors are elected and installed. Officers shall serve no more than two consecutive years in either office.

Section 5 – Chair. The Chair will be the Chief Officer of the ACIR, preside at all meetings of the ACIR, and shall have all voting privileges as all other members of the ACIR.

Section 6 – Vice Chair. In the absence or disability of the Chair, the Vice-Chair shall perform all duties of the Chair, and when so acting, shall have all powers of the Chair. The Vice Chair shall succeed the Chair.

Section 7 – Secretary. The Secretary shall be the official recorder and shall maintain the official file of ACIR records.

Section 8 – Treasurer. The Treasurer shall recommend the accounting procedures to be followed in managing ACIR's finances and shall maintain records of ACIR's finances following procedures approved by ACIR. The Treasurer shall also provide the Secretary with regular financial statements showing ACIR's financial activity and position for inclusion in the Secretary's official file.

Section 9 – Removal and Resignation. An officer may be removed, if in the opinion of the ACIR, it is in the best interests of the ACIR. The action to remove an officer may take place at any regularly scheduled meeting of the ACIR. An officer may resign by giving written notice to the ACIR, or to the Chair.

Section 10 – Vacancies. Vacancies in offices may be temporarily filled until the next election. ACIR may elect a temporary replacement for the vacant office. Nominations for office and election will take place at the next regularly scheduled meeting.

Approved by the Advisory Commission on International Relationships on February 24, 2004.