

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

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

CREATION: The Advisory Commission on International Relationships was created on November 8, 2000 and codified as OCCCGF 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 1- MEMBERSHIP

Section 1-Number. The ACIR shall consist of no more than eleven (11) members as determined by the Official Code of the City of Great Falls OCCCGF 2.22. The City Commission shall appoint all members.

Section 2-Terms of Office. It is the policy of the City Commission of the City of Great Falls that the maximum uninterrupted length of service shall be two (2) consecutive terms, exclusive of the time served on any unexpired term, for each person appointed by the City Commission, unless otherwise stated.

Section 3-Quorum. A majority of the ACIR constitutes a quorum. A majority of the ACIR members present or connected by electronic means, such as Skype or similar process where simultaneous visual and auditory discussion may occur at which there is a quorum 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 for good cause.

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

ARTICLE II- PRINCIPAL OFFICE

Section 1-Location. The principal location for the ACIR will be: City of Great Falls, #2 Park Drive, Civic Center, Room 215 Great Falls MT 59401

ARTICLE III- MEETINGS

Section 1-Schedule. Regularly scheduled meetings will be held monthly on the 4th Tuesday of each month at 7:00 pm or at such 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 and public notice laws of the State of Montana and all records maintained by the ACIR shall be available for public inspection as provided by Montana law.

ARTICLE IV- ATTENDANCE

Section 1- Attendance. Attendance will be taken at each ACIR meeting and members present will be noted as such, and will be so recorded. Absent members shall obtain any and all information and data covered at the missed 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. The Chair shall call for the nominations from the floor for each office.

Section 3- Election Procedures. Elections will occur at a regularly scheduled meeting 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.

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 the 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 maintain the official file of ACIR records. Approved minutes of meetings and attendance must be kept for all meetings of the ACIR on file at the home of the secretary or chairperson of the ACIR.

Section 8- Treasurer. The Treasurer shall maintain records of ACIR's finances and 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 01/26/2016 and will supercede all prior By-Laws.

By: 
Chair

By: 
Vice-Chair