

BYLAWS NEIGHBORHOOD COUNCIL #2

PURPOSE/MISSION

The Neighborhood Council No. 2 will keep in communication with all governmental bodies for purposes of good order and for the enhancement of the neighborhood which is represented. The need for cooperation among all facets of government with the service to the constituents in mind is of the ultimate purpose.

ARTICLE I - MEMBERSHIP

Section 1 – Number

The Neighborhood Council No. 2 will consist of five elected members, voted on by the City General Election, constituting qualified voters from the Westside Community, designated as No. 2.

Section 2 – Term of Office

The members of Neighborhood Council No. 2 shall serve for the elected term of office which is two years.

Section 3 – Quorum

A quorum will consist of three of the five members present at the meeting. It shall take three *total (revised 2/2013)* votes to pass a motion. Absentee or proxy votes are not allowed.

Section 4 – Vacancies

Vacancies shall be filled by a quorum of members. The vacancy must be filled by a qualified person until the next general election. A list of qualified persons with names submitted by the remaining elected members shall be elected by ballot.

Section 5- Residency Requirements

Elected Neighborhood Council persons must reside within the district. Moving out of the district will automatically constitute a resignation. See Section 5 – Vacancies for appointing a replacement.

ARTICLE II – MEETINGS

Section 1 – Schedule

Regular scheduled meetings shall be held on the second Wednesday of each month at 7:00 p. m. at a location suitable for a public meeting *(revised 9/2014)*.

Section 2 – Procedure

All meetings will be conducted under Roberts Rules of Order (Abridged Version)

Section 3 – Open

All meetings are open to the public, and all records maintained by the Council shall be available for public inspection.(revised 9/2014).

Section 4 – Special Meetings

Special meetings may be called by the Chairperson or upon request of three members of Neighborhood Council No. 2. Adequate time for notice to the public must be allowed as well as the agenda.

Section 5 – Time Limit

Time limits on speakers may be set for good reason determined by the Chairperson.

ARTICLE III – ATTENDANCE

Section 1 – Attendance

Attendance of *Council members* (revised 2/2013) will be taken at all meetings. Council members are expected to attend all regularly scheduled meetings and special meetings. In the event of a foreseeable absence, council members will give prior notice of an absence by notifying the chairperson, vice-chairperson or secretary. Officers must be notified of unforeseeable absences as soon as possible following the meeting.

ARTICLE IV – OFFICERS

Section 1 – Officers

The officers of Neighborhood Council No. 2 shall be Chairperson, Vice-Chairperson, Secretary, and Official Delegate. They shall be elected by a majority vote of three votes or more. Election shall be by acclamation when there is only one candidate for a particular office. Nomination will be made by *Council members* (revised 2-2016) and nominations will be called from the floor for each office.

Section 2 – Term of Office

The term of office shall be for one year. They shall serve no more than two consecutive years in any position.

Section 3 – Chairperson

The Chairperson shall conduct meetings, appoint sub-committees, and generally oversee the business of the Neighborhood Council. The Chairperson shall be the designated representative to the Great Falls Citizens Council, if it exists. The Chairperson shall be the designated Neighborhood Council representative to the Neighborhood Council Coordinator/Liaison.

Section 4 – Vice-Chairperson

The Vice-Chairperson shall chair the meetings in the event that the chairperson is unable to attend.

Section 5 – Secretary

The Secretary shall take minutes of the meetings, and have in her/his control all written records of the Neighborhood Council.

Section 6 – Official Delegate

The Official Delegate shall represent the Neighborhood Council at all official functions as deemed necessary by the Neighborhood Council. The Official Delegate will be determined for each particular event when necessary to represent the Neighborhood Council. The Chairperson will determine the designee for the event or the Chairperson will attend the event in lieu of making an appointment for the event.

Section 7 – Staff

The Neighborhood Council Coordinator, under the supervision of the City Manager, has been designated as the department representative to provide the Neighborhood Council liaison function. The Council's assistance requested of the Neighborhood Council Coordinator is:

- 1. A close working relationship with all segments of the city government and facilitate interaction of the Council with their City Government.*
- 2. Responsiveness to the Council's requests for assistance.*
- 3. Conduit for communication between the city government, its departments, and its neighborhoods.*
- 4. Assistance with meeting agendas, mailings, newsletters, minutes and other correspondence necessary.*

5. *All matters respecting the collection or disbursement of any funds by the council shall be the responsibility of the Neighborhood Council Liaison/Coordinator upon voted decision of the Neighborhood Council (revised 9/2014)*

ARTICLE V – AMENDMENTS TO THE BYLAWS

Section 1 – Amendments

These bylaws may be amended by four votes of those present at a regular Council meeting, providing that notice has been given in accordance with these bylaws. Amendments approved by the Council shall be forwarded within two weeks to the Neighborhood Liaison/Coordinator (added 9/2014).

Dated: February 14, 2018

Council Members:

Elizabeth McBride /S/

Brittany Olson /S/

Shyla Patera /S/

Ron Staley /S/

Sue Ann Strickland /S/