

**BYLAWS OF THE GREAT
FALLS, MONTANA
DISTRICT #1 NEIGHBORHOOD COUNCIL**

Section 1 - Name

- A. This organization shall be known as the Great Falls, Montana, District #1 Neighborhood Council, hereafter referred to as the Council.

Section 2 - Statement of Purpose and Duties:

- A. The purpose of the Council shall be as set forth in Article VII, Section 4(a) of the Charter of the City of Great Falls, as the same may be amended by a vote of the Great Falls Citizens.

Section 3 - Vacancies

- A. In the event of a vacancy on the Council, the remaining members shall appoint a person eligible to hold the position to fill the vacancy until the next general election. In the event the Council shall be unable to decide on the person to fill the vacancy, the candidate who received the next greatest number of votes in the immediately preceding general election shall hold the position.

Section 4 - Meetings

- A. All meetings of the Council shall be open to the public and conducted under Roberts Rules of Order. All records maintained by the council shall be available for public inspection.
- B. All meetings of the Council shall be conducted in accordance with the "Proposed Agenda Format Neighborhood Council Meetings," a copy of which is attached hereto as Exhibit "A", and by reference incorporated herein as though fully set forth. The Council may deviate from said agenda at any given meeting upon the discretion of the presiding officer, or upon consensus of the Council members then present.
- C. Regular Council meetings shall be held on the 2nd Tuesday of each month at 7:00 p.m., at the Meadowlark Elementary School Library. Any change of meeting place to be designated two weeks prior to the meeting. Meetings shall be subject to the Montana Open Meeting Law.
- D. Special meetings of the Council may be called by the chairperson, or upon request of 3 members of the Council. Council members and the public will be notified of meeting dates, places, times, and agendas in a manner reasonably calculated to ensure adequate notice to the public and assist public participation.

- E. Council meetings shall be open to the public. Visitors may participate in the discussion of matters at hand, but only voting members of the Council are eligible to vote.

Residents of District #1 are encouraged to attend the meetings of the Council. The Council shall address issues proposed by such residents only if residents shall appear in person, or shall submit such issue in writing to the Council. In any event, all issues presented to the Council shall be first set forth, on a form to be provided by the Council, in writing by the resident(s) seeking to have the same addressed, and shall bear the signature of such resident(s).

- F. The minimum number of Council members necessary to establish a quorum for taking any Council action at any meeting shall be three. Any issue considered by the Council shall require the votes of three council members for passage and/or approval.
- G. Approved minutes of meetings and attendance must be kept for all meetings of the Council and shall be forwarded to the City's Neighborhood Council Liaison/Coordinator to be maintained on public file, and shall be kept on file at the home of the secretary or chairperson of the Council.
- H. All meetings will be publicized in the neighborhood using whatever reasonable means that are available, in a manner reasonably calculated to ensure adequate notice to the public and public participation.
- I. Failure to receive a meeting notice does not invalidate the meeting. However, the provisions of this section must be complied with in good faith.

Section 5 - Officers and Duties

- A. The officers of the Council shall be a **Chair**, **Secretary** and an **Official Delegate**. In the event an officer shall not be present at a given meeting, the members shall appoint one present to handle said officer's duties as may be appropriate under all circumstances.
- B. Duties of the officers are as follows:

Chair: The Chair shall conduct meetings, appoint sub-committees, and generally oversee the business of the Council. The Chair shall be the designated Council representative to the Neighborhood Council Liaison/Coordinator.

Secretary: The Secretary shall maintain all written records as required by the bylaws, and produce all written communication as directed by the Council membership.

Official Delegate: The Official Delegate (which shall be defined to include his or her designee) shall represent the Council at all official functions as deemed necessary by the Council. The Official Delegate will be the Council's representative at all City Commission meetings,

providing reports on neighborhood activities and needs to the Commission. The Official Delegate may also represent the Council at other meetings such as City Boards/Commissions, School Board, County Commission, and any other such entities that might be meeting on issues concerning the neighborhood.

The Official Delegate shall, and does hereby, delegate his or her responsibility to perform the Official Delegate's duties hereunder to all members of the Council. In the event the Official Delegate is unable to perform his or her duties at any given time, it shall be the responsibility of same to arrange for an appropriate replacement.

Section 6 - Nomination, Election and Term of Officers

- A. Officers will be elected by the Council members; by a majority vote if there are two (2) or fewer candidates; or a plurality vote if there are three (3) or more candidates.
- B. (This provision was added as an amendment on 2009.03.10.) The election of officers of the council shall take place at the December meeting of the council each calendar year.
- C. The terms shall be for six months. NOTE: This provision was amended 2009.03.10 and now reads as follows: The term of each of the council officers shall be one year.
- D. The secretary will notify the city's neighborhood liaison/coordinator in writing of the names of the newly elected officers along with the date they were to take office.

Section 7 - Removal and Vacancies of Officers

- A. Any elected officer may be removed from office for good cause. Removal shall be debated by the Council and shall require 4 votes, providing that a resolution proposing the consideration of the removal has been adopted at a preceding meeting. Notice of the vote for removal shall have been given in accordance with these bylaws.
- B. Should vacancies occur outside the normal election process, candidates for the unfilled term shall be nominated from the Council and elected at the next scheduled meeting following the vacancy. The person elected to the vacated office will serve for the remainder of the term.

Section 8 - Amendments

- A. These bylaws may be amended by 4 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 (2) weeks to the Neighborhood Liaison/Coordinator.
- B. Amendments to the bylaws shall require two (2) readings. The first reading shall be the proposal of the amendment to the bylaws, in writing, by a council member in the form of

a motion to adopt. A second to this motion is required. The second reading can take place no earlier than the council meeting immediately following the meeting of the first reading. The second reading shall consist of restatement of the proposed amendment that passed first reading and a motion and second to adopt this amendment on second reading followed by a “do pass” vote by at least four (4) of the council members

Section 9 - Relationship with City Staff

A. 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 liaison 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 as necessary.
5. All matters respecting the collection or disbursement of any funds by the Council shall be the responsibility of the Neighborhood Council liaison.

Section 10 - Effective Date

These bylaws of the Council shall become effective on passage date and supersede all others.

Date: February 12, 2024

Council Members:

Mike Flaherty /S/

Pat M. Goodover II /S/

Everett Hall /S/

Trevor Cummings /S/

Mike Parcel /S/