

BYLAWS OF THE DISTRICT #3 NEIGHBORHOOD COUNCIL

(As of 3-3-2022, these Bylaws supersede all other versions.)

Section 1 - Name

- A. This organization shall be known as the District #3 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.
 - 1. The Council will advise the City Commission, City Manager and other City advisory bodies on all governmental affairs and services having an effect on the area the neighborhood council represents. Topics and issues for council involvement may include, but are not limited to the following:
 - 1. Public finance;
 - 2. Public works;
 - 3. Public safety;
 - 4. Social services;
 - 5. Transportation;
 - 6. Economic development;
 - 7. Planning and zoning;
 - 8. Public health and sanitation;
 - 9. Parks and recreation;
 - 10. Environmental issues.
 - 2. The Council may also work cooperatively in an advisory capacity with other governmental and quasi-governmental entities such as school districts, County government and the transit district.
 - 3. As an advisory body, the Council shall not:
 - 1. Appropriate or commit City resources;
 - 2. Enact or enforce City codes or ordinances;
 - 3. Engage in law enforcement;
 - 4. Assume a supervisory role or directorship over any city employee; nor
 - 5. Interfere in any way with a city employee in the performance of his/her duties.

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.

Section 4 - Meetings

- A. All meetings of the Council shall be open to the public, and all records maintained by the Council shall be available for public inspection.
- B. All meetings of the Council shall be guided by Robert’s Rules of Order, current edition, unless otherwise stated.
- C. Regular Council meetings shall be held on the 1st Thursday of each month at 6:30 p.m., in the Riverview School, excluding summer months. Any change of meeting place, date, or time to be designated two weeks prior to the meeting and 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 shall be invited to participate in the discussion of matters at hand, but only voting members of the Council are eligible to vote. Residents are encouraged to attend the Council's meetings and make comments. Comments will be limited to five (5) minutes each to allow for equal participation by all residents present. If at any time, a great number of persons are present during a meeting the total time of comment may be modified at the discretion of the Council members.
- 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, Vice 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 and generally oversee the business of the Council. The Chair, or his or her designee, shall be the designated representative to the Great Falls Citizen's Council (Council of Councils). The Chair shall be the designated Council representative to the Neighborhood Council Liaison/Coordinator.

Vice Chair: The Vice Chair shall act as an aide to the Chair, shall perform such duties as are assigned by the Chair, and shall perform the duties of the Chair in the absence and/or inability of the Chair to act.

Secretary: The Secretary shall maintain all written records as required by the Bylaws and produce all written communication as directed by the Council membership. The Secretary or his or her designee shall be the Council's Facebook Administrator and will maintain and manage social media on the City of Great Falls' Neighborhood Council 3 Facebook page in coordination with the City's Neighborhood Council Liaison/Coordinator. At the option of the Secretary, the production of the meeting minutes may be rotated monthly among all the Council members; the Secretary shall remain responsible for ensuring the minutes are filed with the Neighborhood Council Liaison/Coordinator. If no Council member agrees to be Secretary, the position shall be rotated monthly among all of the Council members with all members jointly sharing responsibility for filing the minutes.

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 normally be the Council's representative at all City Commission meetings, providing reports on neighborhood activities and needs to the Commission; in the absence of the Official Delegate, the Chair of NC3 may represent the Council at the meeting. The Official Delegate may choose to share duties with other Council members on a temporary or annual basis. The Official Delegate or his or her designee may also represent the Council at other meetings such as City Boards/Commissions, School Board, County Commission, Transit Board, and any other such entities that might be meeting on issues concerning the neighborhood. The Official Delegate or designee may not commit the Council to any action without first getting approval of the Council.

Section 6 - Nomination, Election and Term of Officers

- A. Officers will be elected annually at the January meeting 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. Voting will be by ballot if there is more than one (1) candidate for office.
- C. The terms shall be for one year beginning immediately following the election.
- D. The minutes of the January meeting will provide official notification to City's Neighborhood Liaison/Coordinator of the names of the newly elected officers. In addition, the Secretary may choose to email the names of the newly elected officers to the Neighborhood Liaison/Coordinator.

Section 7 - Removal and Vacancies of Officers

- A. Removal: An Officer may be removed from his or her duties (as set forth in Section 5 – Officers and Duties) for good cause. Consideration of the removal shall be discussed at a prior meeting, shall require 4 votes, and the officer shall be given notice of said meeting. At the next subsequent meeting, removal of the officer shall be placed on the agenda, discussed by the Council and shall require 4 votes.
- B. Vacancies: In the event that a vacancy should occur on the Council because of death, resignation, illness, or removal, candidates for the unfilled term shall be nominated from the Council members 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.

Section 9 - Great Falls Citizen's Council

- A. Pursuant to Article VII, Section 4(e) of the City of Great Falls Charter a Great Falls Citizen's Council (GFCC) can be formed by a majority of the councils. The Chair or his or her designee shall be the representative to the GFCC when it is convened.

Section 10 - 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 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 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/Coordinator.

Section 11 - Effective Date

- A. These bylaws of the Council shall become effective upon adoption and supersede all others.

Revision Date: 03-03-2022

Council Members:

Sue Dickenson /S/

Kathleen Gessaman /S/

Garri Mauch /S/

Eric Peterson /S/

Sue Steichen /S/