

# **BYLAWS OF THE DISTRICT 5 NEIGHBORHOOD COUNCIL**

## **Section 1 - Name**

- A. This organization shall be known as the District 5 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. Unless otherwise specifically defined in these bylaws, all affairs of the District 5 Neighborhood Council shall be governed by Robert's Rule of Order, current edition.
- C. The Council regular meetings shall be held no less than, but not limited to, once per quarter to address pertinent city and neighborhood business, activities or concerns, 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. The Council may by majority vote impose time limits on speakers as required.
- 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 a majority vote of the Council Members present 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, one or more Official Delegates, and a delegate to the Police Advisory Board. (revised 2-15-2016)*
- 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 designate a representative to the Great Falls Citizen's Council. The Chair shall be the designated Council representative to the Neighborhood Council Liaison/Coordinator. *The Chair will, also, serve as the Official Delegate.* (revised 2-15-2016)

**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 Council may have more than one Official Delegate to represent the Council at various meetings and/or may allow the Official Delegate position to rotate among Council Members.

**Vice Chair:** *The Vice Chair will assume the duties of the Chair upon the absence of the Chair.* (revised 2-15-2016)

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

**Delegate to the Police Advisory Board:** The Delegate to the Police Advisory Board shall represent the Council at all meetings of the Police Advisory Board. The Delegate to the Police Advisory Board will carry the concerns of Council #5 residents to the Police Advisory Board and will report to the Council information received at Police Advisory Board meetings.

## **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. The terms shall be for one year with no term limits.
- C. 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.

### **Section 9 - Great Falls Citizen's Council**

- A. Upon Approval of the Great Falls Citizen's Council (GFCC), the Chair will designate a representative to the GFCC.

### **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 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 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 on **February 19, 2018** and supersede all others.

Eric Ray /S/ Gloria Bedker /S/ Terry Albrecht /S/ Marcia Anderson /S/ Patrick Bolton /S/