

**BYLAWS OF THE  
DISTRICT 4 NEIGHBORHOOD COUNCIL  
GREAT FALLS, MONTANA**

**Section 1 - Name**

- A. This organization shall be known as the District 4 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. In the event that the Council cannot agree upon the appointment of a replacement member, the City Commission shall fill the vacancy.

### **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. The Council's meetings shall be conducted according to Robert's Rules of Order as pertains to all items of agenda and business.
- C. Regular Council meetings shall be held monthly on the fourth Thursday of each month at 6:30 p.m., except November and December, normally at the Heritage Baptist Church or at a place to be designated two weeks prior to the meeting. All meetings are subject to Montana's Open Meeting Laws.
- 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. Time limits for speakers shall be set by the chairperson.
- 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. Members must be present to vote.
- 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, 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. The Chair, or his or her designee, shall be the Council's representative on the Great Falls Citizens Council.

**Vice Chair:** The Vice Chair shall actively assist the Chair with any responsibilities or duties as needed. In the absence of the Chair the Vice Chair shall conduct the meetings and generally oversee the business of the Council.

**Secretary:** The Secretary shall maintain all written records as required by the bylaws, and produce all written communication to members in a timely manner.

**Official Delegate:** The Official Delegate (which shall be defined to include his or her designee) shall represent the Council at City Commission meetings and other official functions as deemed necessary by the Council.

### **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.
- C. The secretary will notify the City's Neighborhood Liaison/Coordinator in writing of the names of the newly elected officers after the first meeting in January.

**Section 7 – Vacancies of Officers**

- A. In the event of a vacancy of an officer, the members shall elect a person eligible to hold the position to fill the vacancy until the next officer election.
- B. Officer resignations shall be directed to the Chair and Neighborhood Council Liaison/Coordinator in written form.

**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 - 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. Assistance with meeting agendas, mailings, newsletters, minutes and other correspondence as necessary.
  - 4. All matters respecting the collection or disbursement of any funds by the Council shall be the responsibility of the Neighborhood Council Liaison/Coordinator.

**Section 10 - Effective Date**

- A. These bylaws of the Council shall become effective on March 28, 2024, and supersede all others.

Sandra Guynn, Chair /S/

Neil Tredray, Vice Chair /S/

Chris Ward, Secretary /S/

Doug Darko, Official Delegate /S/

James Whitaker /S/