

Bylaws of the Upper Rattlesnake Neighborhood Council

Approved by Upper Rattlesnake Neighborhood Council on April 29, 2012 as posted on the City of Missoula's website and as read without objections.

UPPER RATTLESNAKE NEIGHBORHOOD COUNCIL BYLAWS

Adopted 2/15/2001

Amended 6/12/2008

City Council Adopted: 7/14/2008

Amended: 4/29/12

City Council Adopted: 8/6/2012

PREAMBLE:

We the people of Upper Rattlesnake Neighborhood Council will pool our resources and creativity to make this a safe and involved neighborhood and one where the residents have an opportunity to recommend what will happen in their immediate neighborhoods and in the Upper Rattlesnake Valley. We will be an informed Neighborhood Council that seeks advice from and acknowledges all neighbors, and will be appreciative of their support and participation.

ARTICLE 1. NAME and GEOGRAPHIC AREA

1.1 Name. The name of this organization shall be the Upper Rattlesnake Neighborhood Council, hereafter referred to as URNC.

1.2 Geographic Area. The geographic area of the URNC includes only those areas within Ward One of the City of Missoula which lie north from the north side of Lolo Street. The Area of the URNC as described shall be reviewed at least once every two years and if necessary adjusted according to the process described in Missoula Municipal Code Chapter 1.18, Section 7., Section 1.18.070, C).

ARTICLE 2. PURPOSE

2.1 General. The URNC shall strengthen, encourage and support neighborhood participation by building opportunities for communication, interaction and problem solving and by initiating neighborhood projects.

2.2 Advice to City Government. The URNC shall advise City government on neighborhood and

citywide issues. Decisions and advice to City government shall be made by a meeting of the URNC and shall not be delegated to any individual or committee. The URNC shall report to the City government regarding concerns and interests of the neighborhood residents on a regular basis and in a timely manner.

2.3 Authority. When coordinating neighborhood participation, the URNC shall not preclude any individual or group from access to, or participation with, the City Council, the Mayor, or City departments. Any individual may speak to the City Council on any issue so long as the individual does not claim to represent the URNC or any committee thereof unless officially designated to represent the URNC.

ARTICLE 3. MEMBERS

3.1 Definition. Members of the URNC include only those residing in the Area as defined in ARTICLE 1.2. Residency shall be determined pursuant to Montana Code Annotated section 1-1-215.

3.2 Voting. Only members are eligible to vote at meetings on issues that come before the URNC. Each member is entitled to one vote. Businesses, churches, schools, neighborhood organizations, and other entities within the neighborhood may designate a representative to attend meetings but only residents of the URNC Area are eligible to vote on issues that come before the URNC.

3.3 Meetings.

(1) Annual Meeting. An URNC General Meeting shall be held during the first week of each October whenever possible.

(2) Other Meetings. Other meetings should occur with regularity to ensure that the stated purpose of the URNC is fulfilled.

(3) Time-Sensitive Meetings. If a committee believes that a full URNC meeting is necessary before the next regularly scheduled meeting, the chair of the committee will make a formal request to the Leadership Team. The decision to call a meeting will be made jointly by the committee and Leadership Team. The Leadership Team will make the final decision. These urgent meetings may be held with a minimum of two days notification by signboard and by website.

(4) Resident-Requested Meetings. Additional meetings may be called when at least 20 residents outside the Leadership Team petition the Chair of the Leadership Team in writing.

(5) Alternative. In either 3.3 or 3.4, if the Leadership Team does not act on the request within two weeks, the matter may be referred to the Community Forum by the petitioning individuals, the committee, or the Leadership Team.

(6) Decision Making. Decisions made at URNC meetings shall be made by consensus (general agreement) or a majority of those present and voting when a consensus cannot be reached. Decisions made by a simple majority of those present and voting may be accompanied by a minority report, should the minority choose to submit such a report.

(7) Openness. URNC meetings shall be open to the public and are subject to the provisions of the Montana Open Meeting and Public Participation laws. Meeting agendas and minutes will be filed with the City Clerk in a timely manner to provide an accessible public record.

(8) Posting. ADA Transportation and Attendance language will be posted or written in accordance to the law on all agenda and meeting notices.

3.4. Duties. As required by the Missoula Municipal Code, URNC members shall collectively

- (1) Meet on a regular basis and as prescribed in Section 3.3
- (2) Select a moderator at each URNC General Meeting
- (3) Elect the Leadership Team
- (4) Elect the Community Forum Representative and Alternate
- (5) Advise City government on neighborhood and citywide issues on a regular basis and in a timely manner
- (6) Determine issues on which advice will be provided
- (7) Produce and submit minority reports when necessary
- (8) Strive to provide members with information regarding City-initiated projects which impact the Area.
- (9) Strive to increase citizen participation in City governance
- (10) Establish rules for decision-making
- (11) Adopt Bylaws subject to City Council approval

ARTICLE 4. LEADERSHIP TEAM

4.1 Composition. The URNC shall elect from five to seven members who reside within the URNC Area to serve as a Leadership Team, which shall be referenced as follows:

- | | |
|-------------------------|---------------------------------------------------|
| Position 1 – Chair | Position 5 - Community Forum representative (CFR) |
| Position 2 – Vice Chair | Position 6 - CFR Alternate |
| Position 3 - Treasurer | Position 7 - Parliamentarian |
| Position 4 - Secretary | |

The Leadership Team shall attempt to reflect the diversity of the neighborhood and shall attempt to include one representative from each of the neighborhood’s main geographic regions: West Side, Mid-Rattlesnake (Lolo Street to Creek Crossing Street) and Upper Rattlesnake (above Creek Crossing Street).

4.2 Nominees. Nominees will be selected from the recommendations of the nominating committee and from URNC members prior to or at the time of the URNC General Meeting. Additional nominations may include self-nominations. Nominees selected by the nominating committee and URNC members must be contacted prior to nomination to confirm willingness to serve if elected.

4.3 Elections. Leadership Team members will be elected at an annual URNC General Meeting, to be held the first week of October when possible, and must be approved by acclamation of the URNC or by a majority of those present and voting. Notification of elections shall be given at least 10 days prior to the scheduled elections. Notification shall be carried out per section 7.1.

4.4 Terms Length. Leadership Team members will serve two-year terms.

4.5 Beginning and Ending Dates. Terms will begin on November 1 and end on October 31 (the “term year”).

4.6 Vacancies.

(1) Vacancies which occur during a term year may be filled by replacements selected by the Leadership Team, and will serve until the next URNC General Meeting.

(2) Positions shall be considered vacated when:

(a) The member no longer resides within the URNC Area, and/or

(b) The member has submitted a Letter of Resignation to the Neighborhood Liaison, and/or

(c) The member has abandoned the position demonstrated by a failure to respond to three or more written attempts by the Neighborhood Liaison to contact the member

4.7 Reelection. Any incumbent member of the Leadership Team may seek reelection.

4.8 Term Limits. Leadership Team members shall not be term-limited.

4.9 Meetings.

(1) Attendance. Attendance at Leadership meetings is open to all URNC members.

(2) Frequency. The Leadership Team will strive to meet at least once quarterly.

4.10 Quorum. A quorum, defined to be a majority of the elected members of the Leadership Team, must be present in order to vote on issues.

4.11 Removal. Leadership Team members may be involuntarily removed from office by a majority vote of the Leadership Team following consultation with the Neighborhood Liaison when -

(1) The member is absent from three consecutive Leadership Team meetings without acceptable explanation; the Leadership Team and the Neighborhood Liaison will determine acceptability, or

(2) The member is consistently unresponsive to communications from the Leadership Team, or

(3) The member, if an Officer, consistently fails to perform the duties associated with the position

4.12 Collective Duties. As required by the Missoula Municipal Code, Leadership Team duties shall include, but not be limited to, the following:

(1) Convening and administering Neighborhood Council meetings

- (2) Establishing a nominating committee to seek candidates for leadership team positions and for the Community Forum Representative and Alternate
- (3) Appointing replacements for Leadership Team positions, and Community Forum Representative and Alternate positions, when such positions become vacant prior to regularly scheduled URNC General Meetings or elections
- (4) Communicating with City government as directed by the URNC and with URNC members
- (5) Communicating with the Community Forum and with the Neighborhood Liaison
- (6) Assisting in establishing and implementing communication system components such as telephone trees, an annual survey, and neighborhood kiosk
- (7) Promoting participation in City governance
- (8) Establishing committees to carry out these and other functions as appropriate.
- (9) Holding elections at the next URNC General Meeting when the Leadership Team has appointed any replacement
- (10) Reporting to the City Council
- (11) Submitting Leadership Team minority reports
- (12) Appointing and supporting committees
- (13) Providing any committee in need of an urgent response by the URNC timely access to the full URNC when deemed necessary by the Leadership Team
- (14) Identifying funding sources for neighborhood projects and facilitating timely submission of grant requests
- (15) Preparing, distributing, and tabulating, periodic surveys regarding concerns and interests of URNC members
- (16) Designating members from the Leadership Team to serve as Chair, Vice Chair, Secretary, and Treasurer; the Secretary and Treasurer positions may be combined

4.13 Duties of the Chair

- (1) Call and preside at meetings of the URNC and URNC Leadership Team
- (2) With input from the Leadership Team, develop meeting agendas, and forward agendas to the Office of Neighborhoods
- (3) Assure compliance with URNC Bylaws and City and State requirements as they pertain to URNC business
- (4) With input from the Vice Chair, review, approve and forward URNC General Meeting and Leadership Team meeting minutes to the Office of Neighborhoods
- (5) Serve as the primary contact for the URNC and URNC Leadership Team; see Duties of the Community Forum Representative and Duties of the County Representative for exceptions
- (6) Approve all expenditures from URNC Operating and Mailing Supplement funds
- (7) Represent the URNC and URNC Leadership Team as needed

4.14 Duties of the Vice Chair

- (1) Perform all Chair duties in the absence of or at the request of the Chair
- (2) Provide input to the Chair on meeting minutes prior to publication
- (3) Serve as County Liaison for the URNC

4.15 Duties of the County Liaison

- (1) Serve as the primary contact for Missoula County residents in the Upper Rattlesnake Valley to the URNC and URNC Leadership Team
- (2) Provide the URNC Leadership Team with County of Missoula-related information as needed or requested

4.16 Duties of the Secretary

- (1) Attend all URNC and URNC Leadership Team meetings
- (2) Record and draft meeting minutes for Chair and Vice Chair review
- (3) Assist with the planning of URNC and URNC Leadership Team meetings
- (4) Maintain a contact list of Leadership Team officers, representatives, and URNC members

4.17 Duties of the Treasurer

- (1) Maintain a local and current spreadsheet for the URNC Operating and Mailing Supplement budgets, to include beginning balance, expenditures by cost, vendor, and purchaser, and the current balance
- (2) Assure compliance with all budget-related Bylaws and City and State requirements
- (3) Forward budget reports and information as requested
- (4) Advise the Chair regarding budget-related issues and/or problems
- (5) Provide the Chair with information regarding the cost of future services (e.g., mailings, meeting rooms) as requested
- (6) Serve as URNC liaison with the Office of Neighborhood on budget-related issues
- (7) Following Chair approval, provide expenditure approval as requested

ARTICLE 5. COMMUNITY FORUM REPRESENTATIVE AND ALTERNATE

5.1 Election. The URNC shall elect the Community Forum Representative and Alternate by acclamation or majority vote during the annual URNC General Meeting.

5.2 Nominees. Nominees will be selected from the recommendations of the nominating committee and from URNC members prior to or at the time of the meeting. These additional nominations may include self-nominations. Nominees selected by the nominating committee and URNC members must be contacted prior to nomination to confirm willingness to serve if elected.

5.3 Eligibility. All URNC members, including Leadership Team members, are eligible for election.

5.4. Term. The term shall be for two years.

5.5 Term Limits. The Community Forum Representative and Alternate will not be term-limited.

5.6 Community Forum Representative Duties.

- (1) Represent the URNC at Community Forum meetings and events
- (2) Report Community Forum activities, actions, events, etc., to the URNC Leadership Team
- (3) Respond to Community Forum Leadership Team requests
- (4) Maintain a current roster of all other Neighborhood Council Community Forum Representatives, Alternates, and Leadership Team members
- (5) Contact the Community Forum Leadership Team as requested
- (6) Provide the URNC Leadership Team with Community Forum-related information as requested

5.7 Community Forum Alternate Duties. Perform all Community Forum Representative Duties in the absence of or at the request of the Community Forum Representative or Leadership Team

ARTICLE 6. COMMITTEES

6.1 Composition. Committees of the URNC shall be formed by volunteers from the URNC at an URNC General Meeting or by the Leadership Team as needed. These may take the form of standing committees or ad hoc committees focused on specific issues.

6.2 Participation. Interested persons who live outside the URNC Area may attend committee meetings and participate in committee discussions but may not vote.

6.3 Authority. Committee recommendations must be submitted to a meeting of the full URNC for approval before action can be taken. Minority reports may be presented.

6.4 Request for Time Sensitive Meetings. When time sensitive issues arise, committee chairs may request that the Leadership Team convene an URNC Special Meeting before the next regularly scheduled URNC General Meeting.

ARTICLE 7. COMMUNICATION

7.1 Meeting Notification. Disclosure of meeting time and place may occur by signboard, posted fliers in public community areas, newspaper or other public service announcement, website, US mail, telephone tree, e-mail, or a combination of the above.

7.2 Website and Web discussion. The official website and any discussion bulletin boards are not intended to replace live discussion at URNC General Meetings, but to supplement live discussion.

7.3 Neighborhood Surveys. Surveys pertinent to neighborhood interests or concerns may be conducted by the Leadership Team either by mail or at URNC meetings. Results of surveys will be made public and available on the website. The purpose of the survey is to provide information to the URNC, Leadership Team, Community Forum, and City Council.

ARTICLE 8. PARLIAMENTARY AUTHORITY

The rules contained in the Modern Edition of Roberts Rules of Order shall govern the URNC in the event an impasse is reached in the course of a meeting. When necessary, a three-minute per speaker rule limiting debate may be initiated to expedite URNC proceedings.

ARTICLE 9. AMENDMENT

Proposed amendments to the Bylaws shall be presented for discussion at an URNC General Meeting and must be available in written form at least 15 days prior to the meeting at which they are to be voted on. A majority vote of those present is required to adopt any amendment to these Bylaws.

ARTICLE 10. CONFLICTS

Should any section of the URNC Bylaws conflict with the Montana Code Annotated, the Missoula Municipal Code, or the Community Forum Bylaws, those Codes and Bylaws shall control.

ARTICLE 11. NONDISCRIMINATION. Neighborhood councils shall always conduct themselves in a nondiscriminatory manner, during their meetings, and committee meetings, functions, etc., in addition to their internal elections. There shall be no discrimination on the basis of race, ancestry, color, physical or mental disability, religion, national origin, sex age, marital or family status, creed, ex-offender status, physical, political belief, public assistance status or sexual orientation, gender identity or expression, except where these criteria are reasonable bona fide occupational qualifications.