

Approved by Neighborhood Council _____

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Riverfront Neighborhood Council Approved Bylaws

Membership, Elections, & Vacancies: All residents of the Riverfront Neighborhood Council, are eligible to vote at meetings on all issues that come before the Council. Businesses, schools, churches, neighborhood organizations and other entities within the district are encouraged to attend meetings; however, only residents of the Riverfront Neighborhood may vote on issues that come before the Council.

Decisions shall be made by a consensus (general agreement) or a majority vote when a consensus cannot be reached. Decisions made by majority vote will be accompanied by a minority report, should the minority opinion choose to submit such report. Advice to City government shall be made by the Council and not by delegation to any individual or committee.

The Riverfront Neighborhood Council Leadership Team shall consist of between five and seven elected Riverfront Neighborhood Council residents. Any Council member may serve on the Leadership Team. The Leadership Team shall strive to reflect the diversity of the neighborhood to include one representative from each of the neighborhood's three main geographic regions (Historic Southside, McCormick Park, and California Street areas.) The Leadership Team shall attempt to include at least one homeowner, one renter, and one school-age youth.

Leadership Team members will be elected at a general meeting, and must be approved by a consensus of Council or majority vote. Leadership Team members will serve two year terms. Residents interested in serving on the leadership Team may be nominated or may nominate themselves. Nominations can be taken from the floor. If a vacancy occurs on the Leadership Team, the Leadership Team may appoint an interim member or members who will serve until the next general Neighborhood Council meeting when elections will take place. Attendance at Neighborhood Council general and Leadership Team meetings is open to all Council members and the public. A quorum for any meeting of the Leadership Team majority of the current Leadership Team members.

Notification of elections: Notification of pending elections shall be given at least 15 days prior to the scheduled elections.

Duties of Officers: The Leadership Team shall designate team members as needed, as Co-Chairpersons, Secretary/ Treasurer, and a Community Forum representative and alternate. The Leadership Team shall divide the following duties among themselves: ' '

1. Preside at Neighborhood Council meetings.
2. Attend Community Forum meetings and report to the Community Forum.
3. Report to City Council when necessary.

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4. Submit minority reports, when such reports are available.
5. Set up and maintain a communication system.
6. Set agendas and record meetings and file with the Neighborhood Liaison in a timely manner.
7. Take attendance at Neighborhood Council meetings.
8. Meet as a Leadership Team at least four times per year.
9. Coordinate volunteers.
10. Account for and report on expenses and income in accordance with City fiscal policy.
11. May edit and publish a newsletter.
12. Setup and host Neighborhood Council meetings.

Meetings: A regular meeting of the Riverfront Neighborhood Council shall be held at least twice annually. , Additional meetings may be called by a consensus of the Leadership Team or by a petition of at least 20 residents outside of the Leadership Team. At least two days notice, with posted agenda, must be given for any full Council meeting. Notification shall be carried out either by direct mail, distribution of flyers, postings in the district, newspaper notification, City web site, telephone, or a combination of the above. Meetings shall be conducted in an open manner. When necessary, a three-minute per speaker rule limiting debate may be initiated in order to expedite Council proceedings Neighborhood Council members, the mayor, city staff and the public are all required to follow the same basic rules of order and decorum to maintain a productive atmosphere and the integrity of governmental business before the Neighborhood council. Comments may indicate a concern for an issue. The behavior of or action taken by an individual or group may not include use of loud, threatening, or abusive language or acts which disrupt, disturb or otherwise impede the orderly conduct of the meeting. Such remarks, language, or acts, shall, at the discretion of the presiding officer, be ruled out of order. Before the consideration of any final action at a City Council meeting, committee meeting or subcommittee meeting, a reasonable opportunity for public comment shall be provided. The Presiding Officer may reasonably limit audience participation at any time. Neighborhood Council 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 shall be filed with the City Clerk in a timely manner.

Committees : Committees of the Neighborhood Council shall be formed by the Leadership Team as needed. These may take the form of permanent standing committees or ad-hoc committees focused on specific issues. Committee recommendations must be submitted to the council for approval before action can be taken. Membership on committees shall be open to all residents of the Neighborhood Council. Interested persons who live outside the Riverfront Neighborhood and are not members may attend and participate in committee discussions but may not vote.

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Expenditures: All expenditures shall be made with the approval of two members of the Leadership Team. All expenditures of City funds must be done in accordance with City fiscal requirements.

Amendments: Proposed amendments to these bylaws shall be presented for discussion at a regular meeting of the Neighborhood Council and must be available in written form at least 30 days prior to the Neighborhood Council meeting at which they are to be voted on and at least a 2/3 majority vote is required to adopt any amendment to these bylaws.

Non-Discrimination Clause: 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 familial status, creed, ex-offender status, physical condition, political belief, public assistance status or sexual orientation, gender identity or expression.