

# **Helena Citizens' Council Bylaws**

## **November 30, 2022**

### **ARTICLE I – PURPOSE**

**Section 1.** The purpose of the Helena Citizens' Council (HCC or Council) is established by the City Charter, Article IV, Section 4.01.

**Section 2.** All actions of HCC are outlined in its Purpose Statement and Guiding Principles document.

### **ARTICLE II - MEMBERSHIP**

**Section 1.** HCC composition, election, terms, and qualifications of members are governed by the City Charter: Article IV Section 4.02 and Article V., as well as Montana Code Annotated Title 7.

**Section 2.** A member's position is deemed vacant before the expiration of their term on the occurrence of any one of the following:

- A. Ineligibility according to applicable state law(s);
- B. The death of a member;
- C. The voluntary resignation of a member;
- D. The voluntary resignation of a member at the prompting by the Chair for cause; or
- E. The member no longer resides in the District that they were elected or appointed to represent.

**Section 3.** District member vacancy protocol is governed by the City Charter, Article IV, Section 4.02(4).

**Section 4.** HCC shall give public notification of all District vacancies.

**Section 5.** HCC members serve a two-year term beginning the first Monday in January immediately following the municipal election.

### **ARTICLE III - OFFICERS, NOMINATING COMMITTEE, AND ELECTION OF OFFICERS**

**Section 1.** The officers of HCC shall be Chair, Vice-Chair, Secretary and Treasurer.

**Section 2.** After the second Tuesday of each November, but no later than its final regular meeting of the year, HCC shall appoint a Nominating Committee charged with nominating members and/or members-elect of HCC as candidates for election of officers.

The Nominating Committee shall be composed of a minimum of three members appointed by the Chair and approved by the membership. The Nominating Committee shall receive

suggested nominees from members and members-elect and develop a slate of candidates for consideration. Members of the Nominating Committee cannot nominate themselves to the slate of candidates.

The slate of candidates will be provided to members and members-elect no later than seven days prior to the January meeting. Election of officers shall take place in January of each year at the regular monthly meeting. In addition to the slate of nominees, nominations for candidates may be made from the floor prior to the election.

**Section 3.** Officers shall be members of HCC and serve a one-year term as an officer until their successors have been elected. HCC shall fill any unexpired officer positions at the next regular monthly meeting following the vacancy. Vacant officer positions shall be advertised to the Council and interested members must notify the Executive Committee. Prior to member voting, the Chair will solicit floor nominations.

#### **ARTICLE IV - DUTIES OF OFFICERS**

**Section 1.** The Executive Committee is composed of all four officers of HCC. The Executive Committee is responsible for setting the agenda of any/all Council meetings. Any member of the Council may attend Executive Committee meetings.

**Section 2.** The Chair will preside over monthly meetings and its Executive Committee. The Chair is eligible to vote. The Chair shall:

- A. Appoint chairs to the standing committees;
- B. Appoint special ad hoc committees as necessary;
- C. Be responsible for the preparation of the agenda, along with the Executive Committee;
- D. Conduct all meetings in an orderly manner;
- E. Ensure periodic reports are made to the City Commission regarding the progress and recommendations of the Council; and
- F. With the approval of the Council, appoint or remove representatives to serve as voting members on Council-allotted city advisory boards.

**Section 3.** The Vice Chair shall:

- A. Perform all duties as mutually agreed upon with the Chair;
- B. Assume all responsibilities of the Chair should the person be absent or unable to serve; and,
- C. Succeed to the position of Chair in the event of a vacancy. The Vice Chair position shall then be declared vacant and must be replaced following Article III, Section 3.

**Section 4.** The Secretary shall supervise the keeping of accurate records on all Council proceedings, supervise the issuance of all necessary notices and reports, and keep attendance records. In the absence of both the Chair and Vice-Chair, the Secretary shall conduct the regular meetings. The Secretary is responsible for leading the Council's publicity efforts, working with

members and HCC Coordinator (a city employee) to publicize Council activities and actions. The Secretary shall be a member of the Outreach Committee.

**Section 5.** The Treasurer shall account for funds entrusted to HCC and shall report on the status of the budget and expenditures at the monthly meetings. The Treasurer will chair the Budget Committee and attend all city budget work sessions and other related meetings. The Treasurer shall meet on a regular basis with other members of the Budget Committee to formulate Council budget recommendations and present them to the Council for a final vote of approval.

The Treasurer shall present HCC's budget recommendations to the City Commission during the public hearing for the City of Helena annual budget. The Treasurer, as chair of the Budget Committee, will present committee goals as needed at the monthly meetings. In the absence of the Chair, Vice-Chair, and Secretary, the Treasurer shall facilitate Council meetings.

## **ARTICLE V - MEETINGS**

**Section 1.** Regular meetings shall be held each month, excluding December, unless canceled by a majority vote of the membership. Special meetings may be called at the discretion of the Chair or by a majority vote of the membership.

Regular meetings, except for the January meeting immediately following a municipal election, shall occur the fourth Wednesday of each month at 7:00pm with both in-person and virtual participation options, unless either platform is waived with cause by the Chair. In accordance with MCA 7-4-4107 and City Charter 4.02 (6), the January meeting immediately following the municipal election shall be on the first Tuesday in January where members-elect will be sworn in and officers elected.

**Section 2.** A quorum consists of a majority of the membership. A quorum is necessary for the transaction of any official business of the Council.

**Section 3.** Parliamentary conduct of the meetings shall be in accordance with Robert's Rules of Order, newly revised, unless otherwise specifically stated herein. Strict observance of Robert's Rules of Order may be waived at the discretion of the Chair.

**Section 4.** Members from each District may host meetings in their neighborhood to address issues as they arise; to seek opinions relating to questions before the City Commission or for other neighborhood business as appropriate.

**Section 5.** All Council, committee and District meetings shall be open to the public. Public notice of meetings shall be provided no later than 48 hours prior to a meeting and is the responsibility of the Coordinator, committee chairs and District members, respectively. HCC will follow all the city's public notice legal requirements.

## ARTICLE VI - COMMITTEES

**Section 1.** HCC will have both standing and ad hoc committees with members appointed by the Chair. Committees will have clear purpose, reporting requirements, and duration. Committees will be established and abolished by majority vote. Participation by members on committees is at the discretion of the Chair. Representative participation is encouraged.

**Section 2.** Standing Committees:

- A. **Budget Committee.** The Treasurer will be chair of this committee. The purpose is to review and make recommendations on the annual city budget. Recommendations by this committee will be voted on by the membership and, if approved, proposed to the City Commission. Committee members are encouraged to attend city budget work sessions, may work closely with appropriate city staff to understand budgetary methodology and issues, and to facilitate the flow of information and ideas between the citizenry and city government entities.
- B. **Executive Committee.** The purpose is to organize HCC activities. Members include the four elected positions of Chair, Vice-Chair, Secretary, and Treasurer. The Coordinator staffs this committee.
- C. **Nomination Committee.** The purpose is to establish an annual slate of candidates from members / members-elect for the four elected positions of Chair, Vice-Chair, Secretary, and Treasurer. Article III, Section 2 of these bylaws outline committee requirements.
- D. **Outreach Committee.** The purpose is to improve HCC communications with the public to better represent their concerns. The priority of this committee is to represent HCC as a neighborhood voice providing input on city-wide issues, programs, and policies.

**Section 3.** Ad hoc Committees: The purpose, reporting requirements, and duration of ad hoc committees will be specified by the Chair upon formation.

## ARTICLE VII - EXPENDITURES

**Section 1.** All discretionary expenditures by HCC, its committees, or Districts shall be made only in accordance with the budget line items and be approved by the Treasurer in consultation with the Executive Committee.

## ARTICLE VIII - RECOMMENDATIONS

**Section 1.** Recommendations to the City Commission shall be approved by a majority vote of the membership at regular or special meetings. Members must be in attendance in order to vote. Proxy votes are not allowed. HCC may act on any actionable item listed on the agenda. However, proposed recommendations must be publicly noticed at least 48 hours in advance of the meeting. Recommendations must be related to the city budget or future development of

the city. Only the Council may make official recommendations to the City Commission. Individual members or Districts may make recommendations, but must clearly state that the recommendation is not on behalf of the Council.

## **ARTICLE IX - AMENDMENTS**

**Section 1.** Proposed amendments to the Bylaws shall be presented at a regular monthly meeting, with two-thirds of the members voting in favor of the amendments in order for it to be adopted. Proposed amendments must be provided to every member in written form at least ten days prior to the meeting at which a vote is taken.

Originally adopted - August 18, 1977

Amended Article III, Section 2 - November 17, 1977

Amended Article III, Section 5 and Article IV, Section 5 - February 25, 1982

Amended Article II, Section 4 - January 24, 1984

Amended Article III, Sections 1, 2, 3, 4, 5 - March 25, 1998

Amended Article III, Sections 4, 5 and Article IV, Section 4 and

Article V, Sections 4, 5 and Article VI, Sections 1, 2, 3, 6 and

Article VIII, Sections 1, 2 - May 26, 1999

Amended Article II, Sections 4, 5, 6 & 7 - March 28, 2001

Amended for general clarity - November 28, 2018

Amended Article IV, Section 4 and Article VI - February 23, 2022

Amended for general clarity - November 30, 2022