

# **City of Bozeman**

## **Inter-Neighborhood Council Bylaws**

### **I. Mission**

- A. Recognizing the value of citizen involvement and the importance of neighborhood relations through effective and timely communication, the Inter-Neighborhood Council (INC) is committed to ensuring safety, knowledge and guidance to Bozeman's neighborhoods. The INC fosters a sense of cooperation and understanding between neighborhoods to increase the overall health of the community. The INC provides information to the recognized neighborhood associations and may make recommendations to the City Commission and City staff on city-wide issues as requested and /or deemed necessary by the INC.

### **II. Vision**

- A. Our pride in where we live rests, in part, on the relationships we share with others in our community. We envision the City of Bozeman as one in which every citizen feels informed about changes in their neighborhood and community and thus are enabled to share their concerns and ideas with fellow citizens and elected officials and in which governmental agencies at all levels set the example of good stewardship and support for their citizens' efforts.

### **III. Definitions**

- A. The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:
  - 1. "City agency" means and includes all departments, bureaus, offices, boards, councils, liaisons, task forces and commissions of the City of Bozeman.
  - 2. "City liaison" means the designee of the City Manager responsible for administration and enforcement of the responsibilities of the City of Bozeman as defined by the City's Neighborhood Recognition Ordinance.
  - 3. "Inter-Neighborhood Council (INC)" means the council composed of delegates selected by each recognized neighborhood association.
  - 4. "Recognized neighborhood association" means an organization formed by residents for the purpose of maintaining and/or improving the livability and quality of their neighborhood, formally recognized by the INC, and therefore the City of Bozeman, and subject to the provisions of the City's Neighborhood Recognition Ordinance.

5. "Non-recognized neighborhood association" means an organization formed by residents for the purpose of maintaining and/or improving the livability and quality of their neighborhood. A non-recognized neighborhood association is one which has not met the minimum standards for recognition as set forth in the City's Neighborhood Recognition Ordinance or has lost its recognized status for failing to comply with the minimum standards as set forth in the City's Neighborhood Recognition Ordinance. A non-recognized neighborhood association has no representation on the INC.

6. "Neighborhood group" means a loosely organized, non-recognized group of residents formed for the purpose of maintaining and/or improving the livability and quality of their neighborhood and that demonstrates an interest in forming a recognized neighborhood association. A neighborhood group has no representation on the INC.

#### **IV. Authorization and Organization**

- A. The INC is established by the Bozeman City Charter, adopted by the Citizens of Bozeman on December 7, 2006 and effective January 1, 2008.
- B. The INC fiscal year begins 1 July of each year and ends 30 June of the next year.
- C. The INC is an advisory board to the City Commission. The INC shall be composed of one delegate selected by each recognized neighborhood association and shall provide a forum for recognized neighborhood associations to come together, share information and make recommendations to the city. The INC shall also provide a forum for non-recognized neighborhood associations, neighborhood groups and city agencies to communicate with recognized and non-recognized neighborhood organizations and groups.

#### **V. Officers and Duties**

- A. The INC shall maintain the offices of Chair, Vice-Chair, and Secretary-Treasurer. The officers must be appointed delegates.
  - 1. The Chair shall be responsible for the operation of the INC and its officers pursuant to these Bylaws. This shall include setting meeting agendas, conducting meetings, representing the INC at official functions, appointing sub-committees, and generally overseeing the business of the INC. The Chair shall have the primary responsibility for leading the long-term and short-term planning efforts of the INC and shall also have specific duties as spelled out elsewhere in these Bylaws and assigned by the delegates.
  - 2. The Vice-Chair shall, in the event of the absence or inability of the Chairman to exercise the office, become acting Chairman of the INC.

3. The Secretary-Treasurer, in partnership with the City Liaison, shall be the official custodian of the records as required by the Bylaws of the INC. The Secretary-Treasurer shall produce all written, electronic, or other modes of communications as requested by the Chair or delegates. ~~The Secretary-Treasurer shall record and maintain the minutes of all INC meetings.~~
4. The Secretary-Treasurer shall have custody of all monies belonging to the INC and maintain an accurate accounting of all receipts and expenditures that have been generated through the INC. The Secretary-Treasurer shall provide a financial report to delegates at meetings as deemed necessary by the Chair and affix to the meeting minutes. The Secretary-Treasurer must be one of the officers who shall sign checks or drafts of the INC, if utilized. There shall be three (3) authorized signatures on the bankcard, if any, and two (2) authorized signatures on each check, if any.

## **VI. City Liaison Duties**

- A. The City Liaison is responsible for providing counsel and support services to the INC and other duties as codified in municipal code sec.2.05.1220. Such services may include assistance with agenda creation and distribution, general communications, newsletters, grant writing, activity planning, leadership training, public relations, outreach efforts, general information and referral, and other technical assistance as requested. The City Liaison shall record and maintain the minutes of all INC meetings. The City Liaison shall work with the Secretary-Treasurer to ensure accurate records of the INC are maintained.

## **VII. Executive Committee**

- A. The Executive Committee shall be composed of all INC officers, the Chair of any standing committee(s) of the INC and the City Liaison.
- B. The Executive Committee, as a collective body, may act on behalf of the INC between regular meetings on any matter determined urgent. Any such action shall be reported at the next regular meeting of the INC and none of its actions shall conflict with actions taken or policies formulated by the INC.

## **VIII. Committees**

- A. The Chair, with a successful vote, may appoint standing committees to help conduct the business of the INC. Each appointed standing committee shall choose a committee Chair, who shall serve as a member of the Executive Committee.
- B. Committee Chair(s) shall report to the INC. These reports shall be entered into the minutes.

## **IX. Elections and Officer Terms**

- A. Elections of INC officers shall occur in the final meeting of the fiscal year held in the month of June, with the exception to the 2013 year.
- B. A nominating committee may be appointed by the Chair to propose, for the final meeting of the fiscal year, one or more eligible candidates from the INC for each office for the coming year. Nominations shall also be accepted from the floor. All candidates must have accepted the nomination and be a qualified delegate of the INC.
- C. The INC shall elect officers by a successful vote.
- D. Voting shall be by secret ballot if there is more than one (1) candidate for office.
- E. The ballots shall be maintained by the Secretary-Treasurer for sixty (60) days and shall then be destroyed.
- F. The Secretary-Treasurer, in partnership with the City Liaison, will obtain the names, mailing addresses, telephone numbers, e-mail addresses and terms of office of newly elected INC officers.
- G. Newly elected officers shall be installed in the first meeting of the fiscal year of the month of July.
- H. Terms of office for INC officers shall be a recommended (but not mandated) maximum of two years.
- I. The Secretary-Treasurer, in partnership with the City Liaison, shall maintain a list of recognized neighborhood association members interested in serving as a delegate to, or officer in, the INC. This list shall be consulted when a delegate, or delegates, is needed to fill a vacancy and/or when officers are nominated.

## **X. Removal and Vacancies of Delegates and Officers**

- A. Any elected officer may be removed from office for good cause. Removal shall be debated by the INC and shall require a two-thirds (2/3) vote of the delegates of the INC. Notice of a vote for removal of an elected officer shall be included in the call to meeting and listed on the meeting agenda along with the location, date and time of the meeting.
  - 1. If a vacancy occurs outside the normal election process, candidates for the unfilled term shall be nominated from the floor and elected at the next scheduled

meeting following the vacancy. Anyone elected to the vacated office shall serve for the remainder of the original term.

- B. Any INC delegate may be removed from the INC for good cause. Removal shall be debated by the INC and shall require a majority vote of the delegates.

## **XI. Procedures**

- A. Unless otherwise determined by a successful vote of the INC, the body shall conduct a minimum of one regularly scheduled meeting each month. All meetings are open to the public and subject to the State of Montana's open meeting laws. Cancellation or rescheduling of any meeting, or scheduling of any special meetings, may occur at the discretion of INC. Regularly scheduled meetings shall be held at such a place, date and hour as may from time to time be fixed by consensus. Notification of all meetings to all delegates may be given in person, via e-mail, via fax, over the telephone, or hand delivered to a delegate's usual place of residence at least three days before the time set for the meeting. Notification shall also be given to the City Clerk's office.
- B. The City Liaison shall prepare a schedule/agenda for each meeting in consultation with the Chair and Vice-Chair and other neighborhood delegates as needed. Said agenda shall be made available to the entire INC and the City Clerk's office at least three days prior to each monthly meeting and shall include the date, time and location of the meeting as well as discussion topics. Agenda shall be hand delivered to a delegate's usual place of residence, delivered electronically via email or via fax.
- C. The Chair shall preside at all meetings; the Vice-Chair shall preside at meetings upon request of the Chair. The Secretary-Treasurer shall prepare the minutes of the monthly or special meetings. The minutes shall include a list of attendance, including neighborhood delegates, guests, and members of the public, and a summary of all business, discussions and actions taken.
- D. Amendments and changes to the Bylaws may be adopted during any regular meeting following a two-thirds (2/3) vote of delegates and provided that the revisions are submitted to the INC along with the agenda in advance of the meeting. Amendments shall be ratified by the City Commission. Date of amendment approval by the INC and City Commission shall be recorded under the section "XVIII. Effective Date" of these bylaws.

## **XII. Representation and Voting**

- A. A quorum, which is required for the conduct of any INC meeting, consists of 1/3 of delegates, with a minimum of three delegates.

- B. Unless otherwise specified in these bylaws, an INC vote passes by a majority of attending delegates at any INC meeting.
- C. Each recognized neighborhood association shall appoint one delegate and one alternate delegate to the INC and communicate the names, addresses, phone numbers and e-mail addresses of the delegate and the alternate, in writing, to the INC Secretary-Treasurer and the City Liaison.
- D. Each appointed delegate has one vote on the INC. In the absence of the appointed delegate the alternate delegate to the INC may exercise the same rights and privileges afforded the appointed delegate until the absent delegate returns or a new delegate is appointed by a recognized neighborhood association. Only one vote from each recognized neighborhood association may be cast. Delegate, or alternate delegate, vacancies to the INC shall be filled within sixty (60) days of the vacancy.
- E. A delegate to the INC unable to attend an INC meeting may provide written authorization to the INC Secretary-Treasurer for an alternate delegate or other INC delegate to vote on any matter that may come before the INC at that meeting. The written proxy authorization shall state the name of the authorized delegate and be signed and dated by the absent delegate. A proxy vote shall be fully documented in the minutes of the meeting.
- F. The INC shall establish and follow a clear method for reporting to the City actions which accurately reflect neighborhood positions. When the INC presents an official position on an issue to the City, the INC shall identify how a decision on the position was reached:
  1. by majority vote of the delegates;
  2. by majority vote of the attending delegates;
  3. by a 2/3 vote of the delegates;
  4. by consensus of the attending delegates;
  5. by a poll of the general membership of each recognized neighborhood association with documentation of vote results; or
  6. by vote of recognized neighborhood association membership at a general or special membership meeting with documentation of vote results.

### **XIII. Attendance**

- A. Regular attendance of all meetings is considered crucial for neighborhood contribution to the INC, and is a requirement for membership. No more than three absences within a one-year period may occur, without authorization from a INC officer or City Liaison (understanding emergencies arise). Attendance shall be recorded by the Secretary-Treasurer at each meeting and included in the minutes.

#### **XIV. Conflict of Interest**

- A. Any delegate or alternate delegate, who has, may have or expects to have, a pecuniary or personal interest in a nomination, proposal, recommendation or undertaking related to the INC's general role and responsibility as stated in the Mission, shall publicly declare a potential conflict of interest and attempt resolution through discussion among delegates. If the conflict cannot be resolved, the delegate or alternate delegate, shall recuse themselves from debate and abstain from a vote or votes on that issue. Pecuniary interest shall be defined as the flow of resources, loss of resources, or savings of resources which may result from the action of a delegate. Personal interest shall be defined as any interest in the matter which would affect the action of the delegate other than a financial interest, and other than an interest because of membership in, or affiliation with, but not employment by a social, fraternal, charitable, service, educational, religious, governmental, health service, philanthropic, cultural, or similar nonprofit institution or organization.

#### **XV. General**

- A. The rules in the current edition of Robert's Rules of Order shall govern the INC, and all committees and subcommittees in all cases to which they apply and do not conflict with the specific provisions of these Bylaws or any special rules that the INC may adopt.
- B. If any part of the Bylaws or the application thereof is hereafter held invalid or unenforceable, the remainder shall not be affected thereby, and only the affected portions are declared eliminated.
- C. No INC delegate or alternate, officer, representative or spokesperson shall assume any financial liability of the INC.
- D. Officers of, and delegates to, the INC shall not represent the INC on any issue unless authorized to do so at a regular meeting of the INC by a majority of the delegates.

#### **XVI. Non-discrimination Clause**

- A. The INC shall not discriminate on the basis of race, color, national origin, gender, sexual orientation, marital status, age, religion, creed, political belief, mental or physical ability, or veteran status in admission, access to, or conduct of its meetings.

#### **XVII. Amendments**

- A. These Bylaws may be amended by a two-thirds (2/3) vote of the delegates, at any regular INC meeting, provided authorization to amend the bylaws has been

directed by the delegates at a preceding meeting. Notice of a vote to amend the Bylaws shall be included in the call to meeting and listed on the meeting agenda.

- B. Bylaw amendments approved by the INC shall be forwarded to the City Liaison within ten (10) calendar days of approval for submission to the City Commission for ratification.

**XVIII. Effective Date**

- A. These Bylaws were formally approved by the INC delegates at a meeting held on the 11<sup>th</sup> day of December 2007, at 7:00 P.M., at the Beall Park Recreation Center in the City of Bozeman, County of Gallatin, State of Montana and signed by all the attending delegates of the INC, representing a majority of neighborhood associations.
- B. These bylaws of the INC as officially and formally adopted on the 11<sup>th</sup> day of December, 2007, shall be effective January 1, 2008, upon final acceptance by majority of the City Commission as presented for ratification by the City Commission on December 17, 2007 and approved by a vote of 5-0.
- C. Amendments to these bylaws occurred by a 2/3 vote of the INC on the 9<sup>th</sup> day of May and presented for ratification by the City Commission on 12<sup>th</sup> day of August and approved by a vote of 4-0.

Documentation of INC Approval:

\_\_\_\_\_  
INC Chair

Attested to by:

\_\_\_\_\_  
INC City Liaison