



Commission-Created Advisory Boards/Committees Approved Recommendations

Summary

Standardized Bylaws

1. All boards shall be established by resolution, whose powers, duties and authority are created therein. Boards and Committees are created solely to advise the Commission and shall be subject to the authority of the Commission as the governing body.
2. The Officers shall consist of a Chair, Vice Chair, and Secretary.
3. Officers shall be elected annually from the membership by majority vote of the board at the first meeting of each calendar year.
4. All boards and committees shall follow all relevant Montana statute pertaining to the public's right to participate, as stated in the sections pertaining to open meetings, public participation, and inspection.
5. All boards and committees shall follow the templated agenda and order of business as outlined in the bylaws.
6. All board recommendations require a majority vote of a quorum for approval. No proxy voting is allowed.
7. Bylaws pertaining to decorum, conflict of interest, and public engagement have been established.
8. Public Meeting training will be provided by the City, and attendance will be required by all boards members annually. Officers will be required to attend an additional online training for parliamentary procedure.
9. A corrective action plan has been established to respond to any member, determined by the Commission is not in alignment with Commission expectations, in violation of Montana statute, City Code, City policy or the template bylaws.
10. All existing general advisory bodies shall adopt and utilize the bylaws template to be consistent with the City Commission policy direction.

Term Lengths and Term Limits

1. Regular terms will be 3 years, unless designated otherwise by code or statute.
2. Regular terms will be limited to two consecutive terms. Additional terms shall be at the discretion of the Mayor and with the consent of the Commission.
3. Interim terms will not count as regular terms and those serving an interim term may be eligible to serve a first full regular term upon completion of the interim.
4. Should a resignation occur, it shall be done in writing to the Clerk of the Commission.

Recruitment-Application process

1. Staff will continue to pursue innovative solutions to promote diversity and a representative community engagement process wherever possible. Outreach through digital resources will complement traditional methods, to attract individuals from all areas of the community and demographics.
2. An online application process is available to the public to make applying for City boards more accessible and efficient. Paper applications are available upon request.
3. To promote transparency and fairness to all interested citizens, every vacancy will be advertised to the public, including those that are currently held by member in an interim or first term. Those active members with an eligible term remaining are encouraged to reapply. An active member's current standing will be taken into consideration when reapplying.

Absences – Attendance Requirements

1. The board secretary shall be tasked with taking roll at the beginning of all meetings and documenting the member attendance as an official record of the meeting. Excused absences are defined as notification of inability to attend a regular meeting to the Chair or Vice-Chair prior to the meeting start time. Unexcused absences are defined as missing a regular meeting without advanced notice given to the Chair or Vice-Chair.
2. If a member is recorded to have excused absences for a majority of regular meetings in a calendar year, the member may be asked to resign. No official action for removal shall be made without prior notification from the Mayor and Clerk of the Commission.
3. If a member has more than three unexcused absences, the presiding officer and Secretary shall inform the Clerk for review. No official action for removal shall be made without prior notification from the Mayor and Clerk of the Commission. Upon review, the Mayor may seek to remove the member with consent of the Commission.

Staff Liaison Responsibilities

1. Staff liaisons are expected to assist in administrative work for the board or committee and not intensive research. The Staff liaison will assist in managing and posting agendas, minutes and the provide the necessary City resources to record and archive public meetings.
2. Additional duties will be at the discretion of the City Manager. Staff liaisons reserve the right to provide responses to requests after conferring with a supervisor and/or the City Manager.
3. When necessary to provide Staff reports or updates to the board, Staff will give updates on items which have a direct bearing on the Department workplan and within the scope and purview of the board.

Public Engagement

1. Boards or board members are created solely to advise the Commission and will not act independently as agents of the City of Helena. The board has no authority outside of its advisory capacity to the Commission as established in resolution and may only take action as a quorum.
2. All public engagement materials (digital, print, presentations etc.) proposed by a board shall be presented to the Commission for consideration, and if approved, shall be reviewed and approved by Staff for appropriateness and to be consistent with City policy, City Code, and State statute.

Five-Year Review

1. Established within the recreating resolutions, all boards shall undergo a five-year review by the Commission. The Commission may determine the board remain established status quo, require amendments to their resolution or sunset the resolution.
2. The board's resolution shall be presented to the Commission for review at a public meeting for discussion, including staff recommendations, public input and direction for staff as to next steps.

Training

1. Board member training will be provided by the City twice per year, and attendance will be required at one event by all board members annually.
2. Officers will be required to attend an additional online training for parliamentary procedure and agenda/minutes development training.
3. Any other relevant trainings may be required at the discretion of the Commission and in accordance State law, City Code, or City policy.

Roles of Elected Officials

1. Unless explicitly required by law, agreement or City policy, no City Commissioner shall hold a seat on the City's general advisory boards.
2. Unless authorized by the Commission no HCC representative shall hold a seat on the City's advisory boards.

Policy Amendments-Additional Provisions

1. The Clerk shall bring these policies to the Commission every ten years from the date of adoption, for a review or upon request of the majority of the Commission.
2. Individual provisions or amendments may be brought forward for consideration at a public meeting upon the request of the majority of the Commission.