



CITY OF HELENA
Bill Roberts Golf Course Advisory Board
February 21, 2023 - 12:00 PM
City County Building 316 N Park Ave Room 426
Zoom Online Meeting; <https://us06web.zoom.us/j/92978425890>

Call to Order

Roll Call

Minutes

A. January 17, 2023

Regular Items

- A. By Law Review**
- B. Reports**
 - a. Parks Director**
 - b. Golf Course Superintendent**
 - c. Golf Pro**
 - d. Leagues**

Public Comment

Member Communications / Proposals for next Agenda

Meetings of Interest / Announcements

Adjournment

ADA NOTICE

The City of Helena is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The City will not exclude persons with disabilities from participation at its meetings or otherwise deny them the City's services, programs, or activities.

Persons with disabilities requiring accommodations to participate in the city's meetings, services, programs, or activities should contact Sharon Haugen, Community Development Director, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following: Phone: (406) 447- 8490; TTY Relay Service 1-800-253-4091 or 711 Email: citycommunitydevelopment@helenamt.gov, Mailing address & physical location: 316 North Park, Avenue, Room 445, Helena, MT 59623.

BYLAWS
of the
Bill Robert's Municipal Golf Course Advisory Board (GAB)

The following bylaws shall govern the Bill Robert's Municipal Golf Course Advisory Board, (hereafter referred to as the "Board") created via a proposal to the City Commission on January 21, 1980 and approved by that Commission on May 18, 1981.

ARTICLE I – BOARD MEMBERS AND OFFICERS

SECTION 1. BOARD MEMBERS APPOINTMENT AND TERM

The Helena City Mayor shall appoint each Board member. The normal term of appointment will be for three years. Two new board members will be appointed each year to replace members whose three year term has expired.

SECTION 2. OFFICERS

CHAIRPERSON: The Chairperson shall set the time and place for each meeting (when required to do so) and call such meeting to order, preside over meetings, appoint committees and represent the Board when requested at the Citizens' Council, City Commission and other City meetings as necessary.

VICE CHAIRPERSON: The Vice Chairperson will assume the duties of the Chairperson in the absence of the Chairperson. The Vice Chairperson shall serve as Nominations Chair for the solicitation and election of the Board Officers.

SECTION 3. ELECTION AND TERM OF OFFICE

The officers shall be elected by the Board on a date selected by the Board. The term of office for each Officer shall be one year. Any vacancies due to death, resignation or removal from office or Board membership will require a temporary appointment or replacement by the City of Helena Mayor.

SECTION 4. VACANCIES

A vacancy will occur when a member has three consecutive unexcused absences from Board meetings, when a member resigns, and/or a member death occurs. Board members who wish to be excused should notify the Parks office prior to the scheduled meeting.

When a member has two consecutive unexcused absences, the Parks and Recreation staff shall write a letter to the member to ascertain from him/her whether or not he/she wishes to continue as a board member and will attend meetings.

If a member resigns before his/her term has been completed, solicitation and appointment will occur for the unexpired term.

ARTICLE III – PURPOSE, OPERATIONS, COMPOSITION

SECTION 1. REGULAR MEETINGS

Meetings will be held on the third Tuesday of each month, unless additional meetings are necessary, or unless a monthly meeting is not required.

SECTION 2. PLACE OF MEETINGS

All regular meetings will be held at the City/County Building, room 426 unless otherwise noted on the agenda. This may change during golf season whereby the Board may meet at the Clubhouse at the Golf Course. The location of special meetings will be sent out a week in advance of the special meeting. Should specific instructions as to location be missing, Board members will rely on going to the normal City/County Building meeting room.

SECTION 3. QUORUM

The presence of the majority of the Board members shall constitute a quorum for the transaction of business. If less than a quorum is present, the members present may adjourn the meeting from time to time without further notice.

SECTION 4. MANNER OF ACTING

The votes of a majority of the Board members present, upon any matter to be voted upon at any meeting at which a quorum is present, shall be necessary for the adoption thereof, unless a greater proportion is required by law or other legitimate Board requirements.

ARTICLE IV – PURPOSE, OPERATIONS, COMPOSITION

SECTION 1. PURPOSE OF THE ADVISORY BOARD

The purpose of the Advisory Board shall be to:

- A. Work toward the functioning of the course as a self-supporting entity;
- B. Promote cost effective and efficient management of the golf course;
- C. Provide a single, accessible forum for input from all course users;
- D. Evaluate user input and provide meaningful input to the City regarding the golf course's operation;
- E. Relieve the City's administrative burden for the golf course;
- F. Explore programs to encourage low income individual and young people to participate in golf; and
- G. Promote the improvement of the course and facilities.

SECTION 2. BOARD OPERATIONS

The Advisory Board shall evaluate user input and provide meaningful input to the City Administration regarding operation of the Golf Course. The Board will also be involved in the following areas of the Golf Course operation:

- A. Course budget
- B. Course management
- C. Course Use
- D. Course Enhancement
- E. User suggestions and criticisms

SECTION 3. COMPOSITION OF THE ADVISORY BOARD

The Advisory Board will consist of seven voting members and four non-voting members. The Board will be composed as follows: 7 voting members of the golf course community appointed by the Mayor with the approval of the Commission.

Non-Voting Members include:

- A. the Club Professional
- B. the Course Superintendent
- C. a representative from the Parks and Recreation Department
- D. a representative from the Parks and Recreation Committee of the Helena Citizen's Council

ARTICLE V – COMMITTEES

Committees shall be appointed as needed to address special needs of the Board.

ARTICLE VI. AMENDMENTS

These bylaws may be amended at any regular meeting of the Advisory Board by a 2/3 vote of the members present and voting, if the Board members are notified one (1) month in advance of the proposed amendments. Without previous notice, the bylaws may be amended at any meeting by ninety-five percent (95%) of those present and voting.

Approved and adopted this **9th day of May 2017.**