

CITIZENS ADVISORY COMMITTEE ON OPEN SPACE  
BY-LAWS

*Revisions adopted by OSAC on July 12, 2001*

Article I – Authority

The Missoula Citizens Advisory Committee on Open Space was created on January 5, 1981, by Ordinance 2183.

Article II- Objective

The objective of the Citizens Advisory Committee on Open Space is to do everything in its power to implement the Missoula Urban Area Open Space Plan (Ord. 1575, 1995)

Article III- Definitions

As used in these by-laws:

“Committee” - means the Citizens Advisory Committee on Open Space

“Chair” – means the chairperson of the Citizens Advisory Committee on Open Space or, in his/her absence, the acting chairperson.

“Ordinance” – means Title 12, Chapter 56 of Missoula Municipal Code entitled “Open Space Acquisition.”

“Staff” – means City employee.

“Council” – means the City Council of Missoula, Montana

“Conservation Committee” – means the City Council Conservation Committee.

Article IV – Power and Duties

A. The Committee has the power and duty to:

1. Review any open space conservation proposals and provide written recommendations regarding such proposals to the Conservation Committee of City Council where appropriate.
2. Conduct its meetings pursuant to the public participation provisions of Montana State Law

3. Keep minutes of its proceedings and keep records of its examinations and other official actions, all of which shall be filed in the Parks and Recreation Department and shall be a public record.
4. Advise and update the Conservation Committee on a regular basis regarding Committee activities and issues.
5. In considering all matters lawfully before it, the Committee may in its discretion:
  - (a) schedule and hold informal working sessions, and consult with City staff, Councilpersons, technical advisors, and other interested parties;
  - (b) notice and host informal open houses to gather public input on open space conservation proposals and issues;
  - (c) require city staff persons to assist the committee with things such as leading field trips, preparing reports, conducting research, facilitating transactions, and organizing meetings.
  - (d) receive reports that are necessary for the conduct of business from City staff persons;
  - (e) make on-site visits
  - (f) do all other things necessary and convenient to carry out its duties

#### Article V – Membership

The Committee shall consist of twelve (12) citizens, eleven (11) of whom are appointed by the City Council for a term of three years from the date of appointment, with the initial terms being staggered to provide that the terms of four members of the Committee expire annually, except that every third year only three members' terms shall expire.

Appointments made to fill the remainder term of the vacant committee position are for the remainder of the term of the original appointment. A city park and recreation board member designated by the city park and recreation board shall be the 12<sup>th</sup> member of the Committee.

##### A. Resignation and Vacancies

1. Written resignations shall be addressed to the chair of the Committee, who shall notify the City Council and City Clerk.
  2. The council shall fill any vacancy for the unexpired portion of the term as soon as practically possible.
- B. Absence from Meetings and Removal from Office
1. Each member of the Committee shall notify the chair in advance of inability to attend a Committee meeting.
  2. Absence from three consecutive regular meetings without notice to the Committee Chair or Committee staff or a total of 8 absences from regularly scheduled meetings with or without notification during a fiscal year may be grounds for removal from Committee membership. The committee shall discuss this member's absence and discuss what action to take. The chair may notify the Council and request they review the member's ability to serve as a productive and functional member of the Committee and to determine whether the individual should be removed from the Committee or the Committee position be declared vacant.

#### Article VI – Officers and Duties

A. Officers

1. Chair. The Committee shall elect a Chair who shall serve a term of up to one year.
2. Vice-Chair. The Committee shall elect a Vice-Chair who shall serve a term of up to one year.

B. Duties

1. Meetings of the Board shall be held at the call of the Chair
2. The Chair shall preside at all meetings and hearings, call special meetings, and perform duties normally conferred by parliamentary usage on such officers, and such other duties as may be properly prescribed.
3. The Chair may enter into discussion of matters before the Committee.

4. The Chair can vote on all issues before the Committee.
5. When the Chair is absent or disqualified, the Vice-chair has the authority to act as Chair.
6. In the temporary absence of both the Chair and vice-Chair, the Chair may designate a Committee member as acting Chair.
7. In the event of a tie vote, the matter will be held and deferred for decision to a following meeting of the Committee.
8. The Chair or a majority of the Committee members may schedule a special meeting as long as there is at least 48 hours advance notice to the public and Committee members.

#### Article VII – Meetings

- A. Regular Meetings. The Committee shall meet regularly at a time and place mutually agreeable to the members.
- B. Special Meetings. The Committee shall meet at such times and places as needed and shall be notified by the chair.
- C. Quorum.
  1. A majority of Committee members shall constitute a quorum.
  2. All action of the Committee shall be authorized by a concurring vote of a majority of a quorum.
- D. Parliamentary Authority: *Robert's Rules of Order* shall apply to all parliamentary matters unless these bylaws otherwise provide.
  - E. Subcommittees: The Committee shall form subcommittees as convenient, which shall report from time to time to the Committee. Meetings of subcommittees shall be in accordance with these by-laws, except subcommittees may transact business in the absence of a quorum.

Article VIII – Conduct of Meetings

- A. Unless otherwise arranged, the order of business at regular meetings shall be:
  - 1. Call to order
  - 2. Roll Call
  - 3. Consideration of minutes and action thereon
  - 4. News and announcements
  - 5. Specific agenda items
  - 6. Other items
  - 7. Adjournment
- B. The Committee may choose to dispense with any item on the agenda or change the regular order of business
- C. New Business
  - 1. Only those items included on the agenda for the Committee may be acted upon at that particular meeting
  - 2. New business may be introduced without prior notice for the purpose either of Committee action at a future meeting or referral to a Committee for the staff for study or consideration
  - 3. The requirements of this section may be waived by a vote of the majority of the members present

Article IX – Amendments

- A. Procedure
  - 1. Any by-law amendment shall be proposed in writing by any committee member
- B. Approval
  - 1. Approval of the proposed amendment requires an affirmative vote of a majority of the Committee membership.
  - 2. No such amendment shall be effective until approved by the City Council