

BY-LAWS  
SEELEY LAKE COMMUNITY COUNCIL

ARTICLE I

AUTHORIZATION

The Seeley Lake Community Council was created by the Board of County Commissioners of Missoula County, Montana, in accordance with MCA 7-3-111 and 7-3-417(2).

ARTICLE II

PURPOSE

- Section 1. The primary and specific purpose is: to advance and promote the interests and welfare of the citizens of the Seeley Lake Community, in the County of Missoula, State of Montana.
- Section 2. The general purposes are: to act as a liaison between the citizens of the Seeley Lake Community and the Missoula County Commissioners; to provide all types of information deemed useful, beneficial and helpful to the Missoula County Commissioners in making decisions which affect the Seeley Lake Community; to inform the citizens of the Seeley Lake Community of issues being considered by the Missoula County Commissioners which may have an impact on the Seeley Lake Community; to provide leadership and support to the community's efforts to ensure orderly growth and development in the Seeley Lake Community; and to serve as a channel of communications with local, county, state, and federal government officials and agencies regarding matters of concern to the citizens of the Seeley Lake Community.

ARTICLE III

DEFINITIONS

"Council" shall mean the Seeley Lake Community Council;  
"Commissioners" shall mean the Board of County Commissioners, Missoula County, Montana;  
"The Seeley Lake Community" shall mean the geographic area represented by the Seeley Lake Community Council. This area shall be the same as Seeley Lake School District #34, as described in Exhibit "A" attached hereto;  
"MCA" shall mean Montana Code Annotated;  
"Chairman" and Vice Chairman" for purposes of these By-Laws, shall not be intended to denote gender, and such offices may be held by either male or female Council members.

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ARTICLE IV

DUTIES AND RESPONSIBILITIES

The Council shall have the duty and responsibility to:

- A. Serve in a purely advisory capacity with no power to levy taxes or to impose its will on the citizens of the Seeley Lake Community.
- B. To promote the purposes described in Article II, by facilitating communication with and among the boards which govern the Seeley Lake Community infrastructures: Seeley Lake Water District; Seeley Lake Rural Fire District, Seeley Lake Elementary School District #34, Missoula County High School District, S.O.S. Hospital District, and Seeley Lake Refuse District;
- C. Communicate regularly with the citizens of the Seeley Lake Community through the print media, town meetings, and any other means deemed necessary and desirable in order to obtain their opinions, comments, and suggestions regarding issues which are of concern to the community;
- D. Attend meetings of the Board of County Commissioners and other County boards and commissions and any other meetings at which issues of importance to the Seeley Lake Community will be discussed. Attendance may be by the entire Council or its designated representative;
- E. In consultation with the County Planning Staff, initiate the development of a the Seeley Lake Community Long-Range Community Development Plan, including comprehensive land-use criteria and capital improvements projections, and present the plan and updates as needed to the Missoula County Commissioners for consideration and implementation;
- F. Keep a record of all of its acts and of all monies received and disbursed by it;
- G. Make an annual report to the Board of County Commissioners concerning its activities during the previous year.

ARTICLE V

ELECTION AND APPOINTMENT

Section 1. Number and Composition:

The total number of Council members shall be seven (7). Members shall be residents of the Seeley Lake Community, as defined herein.

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Section 2. Selection and Term:

- A. Six (6) Council members shall be elected following the procedures as set forth in MCA 7-33-2106, 13-1-104(3) and 13-1-401. Qualified electors to vote on the Seeley Lake Community Council shall be all the voters registered to vote within the boundaries of the Community Council district.
- B. The term of office shall be three (3) years, beginning at the first Council meeting following the election or until their successors are elected and qualified.
- C. The terms of the Council members shall be staggered so that (2) members shall be elected at any one time.
- D. At the initial election, which shall be for all six (6) members, the two (2) persons receiving the highest number of votes shall be elected for three (3) years, the two (2) receiving the next highest number shall be elected for two (2) years, and the two (2) receiving the next highest number shall be elected for one (1) year.
- E. The seventh member shall be appointed by the Board of County Commissioners in order to achieve greater balance in community representation. This appointment shall be made within thirty days of the certification of election and shall serve for a three-year term.

Section 3. Resignations and Vacancies:

- A. Resignations from the Council shall be in written form.
- B. Vacancies occurring on the Council shall be filled within thirty (30) days. Appointees shall hold office until the next regular election and, if elected at that time, will serve the unexpired term of the vacant post.
- C. In the event that a Council member misses three (3) consecutive meetings of the Council without good cause, such member may be removed from the Council by a majority vote of the other Council members.
- D. Vacancies shall be filled by the Commissioners.

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ARTICLE VI

OFFICERS AND DUTIES

- Section 1. A. The Council shall elect from its members a Chairman, a Vice Chairman, a Secretary, and a Treasurer at its first regular meeting following annual elections.
- B. The Chairman shall preside at all meetings and shall perform all other duties as may be prescribed in these By-Laws or by Council action.
- C. The Vice Chairman shall have the authority to act as Chairman in his absence or disability.
- D. The Secretary shall be responsible for keeping the minutes of each meeting and shall act as Chairman in the absence of the Chairman and the Vice Chairman.
- E. The Treasurer shall keep accurate records of all receipts and disbursements of monies received and paid by the Council, and shall provide a monthly report to the Council of all financial activity to date. Financial records shall be available to the public for their inspection at such times as the Council shall deem reasonable.
- Section 2. A. The terms of the officers shall be for a period of one (1) year, commencing at the first regular Council meeting following their elections.
- B. The Council may, at any time, remove any officer from his/her duties upon a majority vote of the Council.

ARTICLE VII

MEETINGS

- Section 1. A. Regular Meetings: The Council shall fix the time and place for holding regular meetings and they shall be published according to legal requirements for such meetings.

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- B. Special Meetings: Special meetings of the Council may be called by the Chairman or by a quorum. The Chairman shall give to all members, at least two (2) days in advance, notice of each special meeting.

Section 2. A. Quorum: A quorum shall consist of four (4) members. No action of the Council may be taken unless authorized by a quorum present at a regular or special meeting.

- B. Rules of Order: Roberts Rules of Order shall apply in all parliamentary matters, except as expressly stated herein and unless the context hereof requires otherwise.

Section 3. Code of Ethics:

- A. The holding of public office or employment is a public trust, created by the confidence which the electorate reposes in the integrity of public officers and employees. A Council member or employee shall carry out his/her duties for the people of the Seeley Lake Community.
- B. Any such person whose conduct departs from his/her duty shall be liable to the people of the Seeley Lake Community.
- C. No Council member or employee shall:
1. Disclose or use confidential information acquired in the course of his/her duties to further substantially his/her personal economic interest;
  2. Accept a gift of substantial value or a substantial economic benefit tantamount to a gift;
  3. Acquire an interest in any business or undertaking which he/she has reason to believe may be directly and substantially affected to its economic benefit by official action to be taken by this Council; and
  4. Within six (6) months following the voluntary termination of his/her office or employment, obtain employment in which he/she will take direct advantage, unavailable to others, of a matter or matters with which he/she was directly involved during his/her term of office or employment.

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Section 4. Conflict of Interest: A member of the Council who may have a financial or personal interest in an item under consideration by the Council shall declare that he/she may have a conflict of interest. The Council shall then decide whether such member has such a conflict. That member shall be excused from the Council in the decision on the conflict and shall not participate in the vote taken on the item. If it is determined that such member has a conflict, he/she shall not participate upon a vote or discussion of such item. Such member may participate as part of the public in attendance in providing information to the Council on the item. Any disqualification shall be entered into the minutes of the meeting.

ARTICLE VIII  
ORDER OF BUSINESS

Unless otherwise determined by the Chairman, the order of business at regular meetings shall be:

- A. Call to Order
- B. Roll Call
- C. Reading of Minutes
- D. Treasurer's Report
- E. Communications
- F. Reports from Council Members
- G. Old Business
- H. New Business
- I. Public Comment
- J. Adjournment

ARTICLE IX  
FINANCIAL MANAGEMENT

Section 1. Funding: While the County has no obligation to fund the Community Council, it is recognized that funds may be available from various sources from time to time.

Section 2. Compensation for Services: No member of the Council or the officers thereof shall receive compensation for their services as Council members. To the extent that funds are available, the Council may, by resolution, authorize the reimbursement of actual and necessary expenses incurred.

Section 3. Checks and Drafts: All checks, drafts or other orders for the payment of money, notes and other evidences of indebtedness, issued in the name of the Council, shall be signed by such officer or

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officers, agent or agents, and in such manner as shall, from time to time, be determined by resolution of the Council.

Section 4: Maintenance of/Access to Records: The Community Council shall maintain reasonable records of its proceedings and shall allow access to those records by the County and the County Auditor, any independent auditor employed by the County and to any duly appointed representatives of the State or Federal governments.

#### ARTICLE X

##### COMMITTEES

Special committees of the Council may be appointed by the Chairman for purposes and terms which the Council approves.

#### ARTICLE XI

##### LEGAL ASSISTANCE

Legal assistance may be provided to the Council by the County Attorney if the County Attorney has the resources to provide such assistance.

#### ARTICLE XII

##### AMENDMENTS

Amendments to these By-Laws may be introduced by any member of the Council at a regular or special meeting called for that purpose. All amendments proposed must be in writing and approved by the Missoula Board of County Commissioners before they are adopted.

#### ARTICLE XIII

##### SEVERABILITY

If any provision of these By-Laws or any section, sentence, clause, phrase or word or the application thereof in any circumstances shall be held contrary to law, such portion is severable from the remainder of the provisions, and the validity of the remainder of these By-Laws and of the application of any such provision, sentence, clause, phrase or word in any other circumstances shall not be affected thereby.

ARTICLE XIV

ADOPTION

The foregoing By-Laws were introduced before and approved by the Missoula Board of County Commissioners on the 30th day of November, 1987, and were adopted by the Seeley Lake Community Council on the 14th day of September, 1987.

SEELEY LAKE COMMUNITY COUNCIL

[Signature]  
Chairman

[Signature]  
Vice Chairman

[Signature]  
Secretary

[Signature]  
Treasurer

[Signature]  
Council Member

[Signature]  
Council Member

[Signature]  
Council Member

[Signature]  
Council Member

BOARD OF COUNTY COMMISSIONERS

[Signature]  
Janet D. Stevens, Chairwoman

[Signature]  
Barbara Evans, Commissioner

[Signature]  
Ann Mary Dussault, Commissioner

APPROVED AS TO FORM & CONTENT:

[Signature]  
Deputy County Attorney

ATTEST:

[Signature]  
Fern Hart, Clerk



1987 DEC 4 AM 8 50

8722177

I received and filed this instrument for record on the 4 day of Dec 1987 at 8:50 AM.  
and it is recorded in Vol. 270 on Page 2022 Micro Records of the County of Missoula, State of  
Montana. Witness my hand, Fern Hart, County Recorder, By [Signature] Deputy.  
Doc. 31 Fee — Pd. — Return [Signature]