



To: Missoula Consolidated Planning Board Member
From: Community and Planning Services
Re: Referrals and Special Committees
Date: January 2016

The Planning Board bylaws outline the general procedure for introducing new business to the board (Section VIII) and forming committees to discuss specific topics in depth (Section X).

To initiate a discussion on a particular topic or propose an action by the board, the first step is to discuss the idea of making a referral or forming a committee with the Planning Board president and planning staff. As the referral or committee formation progresses, this will ensure that notification, room scheduling, and record keeping requirements are met. Prior communication with staff might also resolve the issue without the need to make a referral or form a committee. Referrals and committee formation are not intended to replace direct communication with the appropriate staff or agency regarding scheduled agenda items.

After communicating with the Planning Board president and staff, making a referral entails submitting a completed referral form to the president and staff liaison. The Planning Board president may appoint special committees for such purposes and terms as the planning board approves. The bylaws provide these avenues by allowing new business to be introduced for referral to a committee and future action at a Planning Board meeting.

A referral may activate the need to convene a committee of Planning Board, which often is scheduled in the half-hour preceding the regular board meeting. Planning staff posts an agenda, and a designated committee member keeps minutes for the committee meetings. The referral item is discussed in committee and a motion is made on whether and how to forward the referral item to the whole Planning Board for a vote. Planning staff can facilitate a referral, though it is the responsibility of the referrer to carry the item through.

A referral form template can be found on the County's Planning Board webpage.