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# BYLAWS

## Missoula County District Weed Board

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### ARTICLE I: Name

- A. There shall be a weed management district formed in every county and a district weed board appointed by the county commissioners.  
(Montana Code Annotated, Title 7, Chapter 22, Part 21, County Weed Control)
- B. The Missoula County District Weed Board is created and shall herein be referred to as the "*District Weed Board*" or "*the Board*."  
(Montana Code Annotated, Title 7, Chapter 1, Part 2, Boards. Also Missoula County Board of Commissioners Resolution No. 96-081 dated October 1, 1996.)
- C. The jurisdiction of the *District Weed Board* shall include all land within the boundaries of Missoula County, while recognizing the jurisdictional authority and Tribal sovereignty of the Confederated Salish and Kootenai Tribes.  
(MCA, 7-22-2102)

### ARTICLE II: Purpose

The purpose of the *Board* is to oversee the planning, implementing, and developing of a coordinated program that includes education, prevention, management, and research as described in the Weed District's Noxious Weed Management Plan.

### ARTICLE III: Members

- A. **Board Composition**  
Members shall be appointed by the county commissioners. Openings shall be posted one month prior to filling a vacancy.
1. *Board* members shall be residents of Missoula County, have a commitment to weed management, and be willing to attend meetings and other functions related to weed management and invasive plant species.
  2. The *District Weed Board* shall consist of up to nine voting members and two alternate members. To the maximum extent possible, voting members shall represent a variety of landowner interests and a countywide distribution. The *District Weed Board* may also recommend the appointment of

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2. *(continued)*

two ex officio non-voting members that represent city, county, state, and federal agencies, or private entities with land management responsibilities.

**B. Term for Board Members**

Members will serve staggered terms as determined by the county commissioners. The terms will be for three years with terms ending on June 30 and new terms beginning on July 1. Member terms will be limited to three year appointments and three consecutive terms. The board can request the county commissioners to allow members to serve more than three consecutive terms to provide a historical continuity to the oversight of the program. Partial terms and the time served as an alternate will not count against the term limit.

**C. Conflict of Interest**

Members are required to fully disclose any business or professional activity which could form or have the appearance of forming the basis for a conflict of interest to their position on the weed board. When such disclosure is made, the minutes shall reflect the disclosure and the member shall refrain from voting on the conflicting matter. Failure to fully disclose may be grounds for removal for cause.

**D. Member Participation**

Board service is voluntary but carries an expectation of time commitment and active involvement. Members are expected to consistently attend monthly board meetings, review written materials in advance of meetings, and actively participate in one or more committees.

**E. Absence from Meetings and Removal from Board**

1. Each member of the weed board shall notify the board chair or a proxy in advance of their inability to attend a board meeting.
  2. Absence from three consecutive regular board meetings, or six absences from regular board meetings during a calendar year, may be grounds for removal from the board membership
  3. A recommendation for removal may be voted by the board and forwarded to the county commissioners for action.
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- F. Compensation and Expenses of Member**  
Members of the board shall not receive a salary for their services on the board. However, members shall be paid for travel or for other expenses incurred while on board business.
- G. Training**  
During the first year of their appointment, new appointees agree to participate in board training approved by the county commissioners. Failure to participate may result in the member's removal.
- H. County Policies**  
Appointees agree to comply with Missoula County policies and procedures including fiscal and personnel.

**ARTICLE IV: Function, Powers and Duties**

- A. The Board shall carry out the following functions:**
1. Provide oversight to the district's noxious weed management program.
  2. Establish management criteria for noxious weeds on all land within the district.
  3. Make all reasonable efforts to develop and to implement a noxious weed management program covering all land within the district.
- B. The Board may exercise the following Powers and Duties:**
1. Recommend staff positions as necessary to implement the board's policies. A committee under the guidelines of the Missoula County Human Resource Department will make the recommendation of candidates for employment.
  2. Provide input on employee progress in carrying out the district's programs.
  3. Review and update the district's Weed Management Plan annually.
  4. Establish committees to help the board implement the district's Weed Management Plan.
  5. Provide oversight on the purchase of herbicides, materials and equipment, and payment of other operational costs necessary for implementing an effective noxious weed management program in accordance with board policies.
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6. Enter into agreements with the Montana Department of Agriculture for the control and eradication of any new exotic plant not previously established in the state that may render land unfit for agriculture, forestry, livestock, wildfire suppression, or other beneficial uses.
7. Provide oversight on contractual agreements for noxious weed management, or to carry out specified aspects of the district's program.
8. Perform other activities related to public education and weed management.

## **ARTICLE V: Officers**

### **A. Election of Chair and Vice-Chair**

At the annual board meeting, the members shall elect a chair and a vice-chair from among their members by majority vote. The board shall elect or appoint a person to serve as board secretary. Terms of office shall be for one year for all elective offices. No officer shall hold the same elective office for more than three consecutive terms.

### **B. Duties of Chair**

1. Preside at all board meetings.
2. Plan the agenda with the weed district staff for board meetings.
3. Execute legal documents on behalf of the board.
4. Call special board meetings.
5. Perform other duties as assigned or undertaken.

### **C. Duties of Vice-Chair**

The vice-chair shall perform the duties of the chair in all cases when the chair is unable to serve or as otherwise directed by the chair.

### **D. Duties of Secretary**

The secretary shall keep written minutes of all meetings which includes final vote on all actions, and the vote of each member. The secretary shall distribute minutes and agenda to board members in a timely manner.

## **ARTICLE VI: Meetings**

### **A. Regular Meetings**

The board shall meet at least 9 times a year at a time and place set by the board. Regular meetings shall be held on the third Thursday of each month unless otherwise decided by the board, taking into consideration holidays, training, and miscellaneous activities.

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- B. Annual Meeting**  
The meeting held in February shall be known as the annual meeting and shall be for the purpose of electing officers as well as reviewing weed board functions and committee assignments.
- C. Special Meeting**  
Special meetings may be called 48 hours in advance by the chair, by two members of the board, or by the county commissioners.
- D. Planning Meetings**  
One meeting each year will be for the purpose of reviewing the Weed District Management Plan, and for receiving citizen comment on that plan.
- E. Public Notification of Board Meetings**  
Notification of and agenda for regular board meetings shall be provided the county commissioners by Thursday of the week prior to meeting.
- F. Public Participation**  
In accordance with Section 2-3-103 MCA, an item allowing public comment will be included on each month's agenda. Public comment will be heard during this time on any public matter that is not on the agenda of the meeting and that is within the jurisdiction of the Board. The board may not take action on the matters discussed unless specific notice of that matter is included on an agenda and public comment has been allowed on that matter. Public comment will be incorporated into official minutes of the meeting
- G. Quorum**  
A majority of the voting members constitutes a quorum, and a quorum must be present for the purposes of conducting business, exercising power and responsibilities.

**ARTICLE VII: Parliamentary Authority**

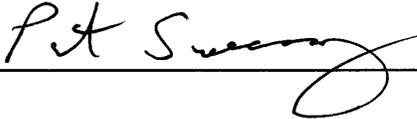
- A.** The rules contained in the most recent edition of *Robert's Rules of Order* shall govern board meetings in all cases that are not consistent with the bylaws.
- B.** The board may call upon the county attorney for legal advice and services as deemed necessary.
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**ARTICLE VIII: Amendment**

These bylaws may be amended at any regular or special meeting of the board by a two-thirds vote provided that previous notice of the amendment was given to all members at least thirty (30) days in advance.

**Adopted by the Missoula County Weed Board on**

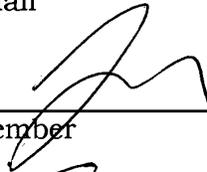
21 day of February, 2019

  
\_\_\_\_\_  
Chair

**Authorized by the Board of Missoula County Commissioners on**

12<sup>th</sup> day of March, 2019

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Member

  
\_\_\_\_\_  
Member

