

Missoula County Big Sky Park Stewardship Committee
2014 Amended By-laws

Article I
Purpose

The purpose of the Big Sky Stewardship Committee is to monitor and evaluate issues relating to Big Sky Park and to report to the County Parks & Trails Advisory Board with its recommendations.

Article II
Definitions

1. "Committee" means the Big Sky Stewardship Committee.
2. "Board" means the Missoula County Parks & Trails Advisory Board.
3. "Commission" means the Board of County Commissioners, Missoula County, Montana.
4. "MCA" means the Montana Code Annotated as amended.

Article III
Authority, General Powers and Duties

Section 1: Authority

The Big Sky Stewardship Committee was created in 1998 by the Commission in accordance with MCA 7-1-201 et. seq.

Section 2: General Powers and Duties

General Powers and duties of the Committee are to monitor and evaluate issues relating to Big Sky Park and to report to the County Parks & Trails Advisory Board with its recommendations.

Section 3: Specific Powers and Duties

Within the authority allowed and generally consistent with plans and policies adopted by Missoula County, the Committee shall:

1. Establish policy and adopt rules for its operations consistent with any and all plans and policies adopted by Missoula County and approved by the Commissioners.
2. Keep records and have responsibility for the custody of all records and documents of the Committee.
3. Advise the County Parks & Trails Advisory Board in:
 - a. Implementing the Tower Street Park Complex Management and Utilization Plan (Big Sky Park Plan);
 - b. Communicating with lease/agreement and agreement holders and outreach to neighbors of Big Sky Park; and
 - c. Reviewing proposals related to use and activities at Big Sky Park.

Section 4: Limitation of Powers

Powers of the Committee are advisory only and limited by these By-Laws and the requirement to comply with all policies and practices of Missoula County and all State and Federal laws.

**Article IV
Organization and Membership**

Section 1: Organization

The membership of the Committee will be composed as follows:

1. Five members of the general public not associated with any of the lease/agreement holders on the property will be appointed by the Board of County Commissioners;
2. One representative from each organization who holds a current lease/agreement with Missoula County. All lease/agreement holder appointments are subject to approval by the Board of County Commissioners.

Section 2: Terms of Office

General public members will serve three-year terms. Members' terms will be limited to three (3) consecutive 3-year terms for a total of nine (9) years. If the County Commissioners have not appointed a new member upon term expiration, the Commissioners may re-appoint the outgoing member to the Committee for another three-year term. Partial terms will not count against the term limit. Terms expire on June 30 and new terms begin on July 1.

Section 3: Ethics and Conflicts of Interest

1. A member who may have a professional, financial or personal interest in an item under consideration by the Big Sky Stewardship Committee shall declare the potential conflict of interest. The Committee shall determine whether a conflict exists and the determination shall be entered into the minutes of the meeting. If determined that a conflict exists, the member shall not participate in the vote taken on the item. Failure to fully disclose as required by this Article may be grounds for removal from the Committee for cause.
2. No member may disclose or use information acquired in the course of Committee duties to further personal interest, accept a gift of substantial value or a substantial economic benefit tantamount to a gift, acquire an interest in any business or undertaking which he/she has reason to believe may be directly and substantially affected as to its economic benefit by official action to be taken by the Committee.
3. Failure to comply with or fully disclose as required by this Article may be grounds for removal from the Committee for cause.

Section 4: Termination

Membership on the Committee may be terminated by the member's resignation, by the member ceasing to reside in Missoula County, or by the Commission acting in the best interests of the County. The Committee may recommend termination of a member by a 2/3 vote of those entitled to vote if the member has missed three (3) consecutive regular meetings. The President will contact any member who has missed two (2) consecutive meetings and advise the member that a third consecutive miss may result in a recommendation for termination.

Section 5: Resignation

A Committee member's resignation from the Committee will be by written communication bearing the member's signature and addressed to the Commission.

Section 6: Vacancies

1. General public vacancies shall be filled by the Missoula County Commissioners through appointment. Applicants are required to submit application materials to the Commission for these positions.
2. Lease/agreement holder vacancies shall be made by Lessee nominations, subject to approval by the Board of County Commissioners.

Section 7: Compensation

Members shall serve without compensation.

**Article V
Officers and Duties**

Section 1: Officers

The officers of the Committee shall consist of the President, the Vice-President, secretary, and such other officers as may be determined by the Committee. Any Committee officer may be removed for cause upon a 2/3 vote of the Committee. Officers shall be entitled to participate fully in discussing and voting motions before the Committee.

Section 2: President

The President shall be selected from the Committee. The President shall preside at all meetings of the Committee, shall appoint all subcommittees, perform all duties incident to the office, and serve as the primary liaison between the Committee and Missoula County and the Missoula County Parks and Trails Advisory Board. The President shall have the usual powers and duties customarily vested in the office of President and shall perform other duties as may be assigned to the President by the Committee.

Section 3: Vice-President

The Vice-President shall have the authority to act as President in the President's absence or disability.

Section 4: Secretary

The secretary shall keep record of all proceedings and correspondence of the Committee, as well as take minutes of all meetings at which a quorum is present. The secretary shall notify members of the Committee of scheduled meetings, and notify the appropriate County staff to post a public notice. The secretary shall keep a roll of members of the Committee and perform all other duties usually appertaining to the office of secretary.

Section 6: Officer Elections

The officers shall be elected by the Committee members and shall serve for one year or until their successors have been elected. All officers shall be eligible for re-election.

Section 5: Officer Vacancies

A vacancy occurring in an elective office shall be filled for the unexpired term by the Committee, except that the vice-president shall succeed to a vacancy in the office of the president.

**Article VI
Regular and Special Meetings**

Section 1: Regular Meetings

Regular meetings of the Committee shall be held at least once a month from April through September to address maintenance, management, and development needs. The Committee will meet the third Wednesday of each month at 6:30 p.m. Notice of time, place and agenda will be posted in a public location.

Section 2: Special Meetings

Special meetings may be called at any time by the president, by a majority of the Committee with seven (7) day notice to members and with 48 hours public notice. The notice shall include date, time, location, and agenda.

Section 3: Quorum

A quorum shall be a majority of voting members. A quorum must be present for the conduct of business. No action of the Board may be taken unless authorized by a quorum present at the regular or special meeting.

Section 4: Voting

Questions at meetings of the Committee may be decided by the majority of those entitled to vote. Each member is entitled to one (1) vote. For Committee actions that do not need approval of the County Parks & Trails Advisory Board or Board of County Commissioners a quorum must be present.

Section 5: Off-Site Meeting Participation

Board members may participate in meetings from an off-site location via appropriate live electronic communication methods. Those members who participate from an off-site location have all voting rights as members who are present at the meeting.

Section 6: Open Meeting Law

All meetings shall be conducted in accordance with Montana State Open Meeting Law (MCA. 2-3-201 et seq.).

Section 7: Minutes

All meetings will be documented with minutes and will include the final vote on all actions. These minutes will be forwarded to the County Parks and Trails Advisory Board within 10 days of the meeting. Minutes will be made available to the public in a timely manner.

Section 8: Records

All records, including reports, correspondence, and finances, are public records pursuant to Montana law and must be made available for inspection and copying by members of the public. A reasonable fee may be charged for copies.

ARTICLE VII
Communications

Section 1: Personal Communications of Members

Any individual member shall not sign written communications to others using the Committee name, unless approved by the Committee.

Section 2: Informal Communications

It is understood that informal discussions between individual members of the Committee and members of the community on various issues will occur from time to time, as long as those discussions do not constitute a quorum. It is the expectation that Committee members will report the content of discussions that deal with specific projects being considered by the Committee to the rest of the Committee members at the next regularly scheduled meeting in order to assure that the views expressed are known to the entire Committee.

ARTICLE VIII
County Policies

Committee Members agree to comply with Missoula County policies and procedures.

Article IX
Amendments

By-law amendments may be introduced by any member of the Committee at a regular or special meeting called for that purpose. All amendments proposed must be in writing before they are adopted. Adoption of or changes in by-laws are subject to the approval of the Commission.

Article X
Reports

Section 1: Park and Facility Evaluations

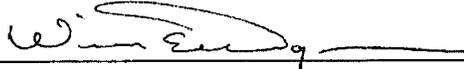
In January of each year, the Committee will compile and submit lease/agreement-holder evaluations of park facilities and uses to the County Parks & Trails Advisory Board, as outlined in the *Tower Street Park Plan*. These evaluations will be conducted throughout the normal park season, and will be compiled in the fall.

ARTICLE XI
Severability

If any of these By-Laws or any section, sentence, clause, phrase, or word of the application thereof in any circumstances shall be held to be contrary to the law, such portion is severable from the

remainder of these By-Laws and of the application of any such provision, sentence, clause, phrase or word in any other circumstance shall not be affected thereby.

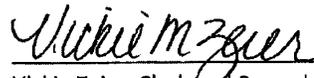
Executed this 15th day of January, 2014.



President, Big Sky Stewardship Committee

Authorized by the Board of County Commissioners on the 15th day of May, 2014.

ATTEST:



Vickie Zeier, Clerk and Recorder

APPROVED AS TO FORM:



Deputy County Attorney

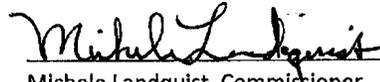
BOARD OF COUNTY COMMISSIONERS
MISSOULA COUNTY:



Jean Curtiss, Chair



Bill Carey, Commissioner



Michele Landquist, Commissioner