

# Community Council News

2025 Edition

Handbook Highlights

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## WELCOME!

The County Commissioners want to thank Community Councils and their Council Members for the service and dedication to Missoula County.

## IMPORTANT RESOURCES

### Community Council Handbook and Appendices (2025 Edition)

The Council Handbook provides detailed guidance on regulatory policies and procedural information applicable to Community Councils.

### Bylaws

Each Community Council has a set of Bylaws which governs its operations.

Council Members are REQUIRED to review the Council Handbook and Appendices and be familiar with the Bylaws of their respective Community Council.

### Link Library

Check out the link library on the Missoula County Community Council website.

## RESPONSIBILITY AND AUTHORITY

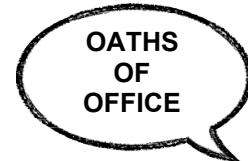
Serve as an information conduit and direct communication link between the citizens in your community and the County Commissioners.

Facilitate discussions and provide a public forum for citizens to present their ideas and voice their opinions about issues in your community.

Recommend solutions and provide comments to the County Commissioners about issues or projects in your community.

Remember, Council Members are advisors and liaisons to the County Commissioners with no authority to make decisions or rulings.

Council Members may vote to make specific recommendations to the County Commissioners. *Votes must occur at public meetings which have been properly noticed.*



All Council Members are required to take an Oath of Office at the beginning of each new term.

The Oath of office must be completed in front of a Notary and provide to the LAC for recording.

Have you taken your Oath of Office? If not, contact the LAC.



## TRAINING

Attend one of the bi-annual Board Leadership Trainings!

Topics covered, such as principles of governance, roles and responsibilities of boards (including Community Councils), open meeting rules, managing a meeting and Montana's code of ethics.

Per the Bylaws, Council members are required to attend at beginning of every new term.



## PUBLIC MEETINGS

### **Location, Location, Location**

Meetings may be held in person or remotely, so long as all meetings are open and accessible to the public.

### **Invite your community**

Community Councils are required to provide adequate notice of regularly scheduled meetings at least seven (7) calendar days in advance of the meeting. This information can be posted on the Community Council Facebook page and/or signs can be at local community boards.

### **Topics being Discussed**

Community Councils are required to provide meeting agendas at least two (2) calendar days in advance of a regularly scheduled meeting. This information can be posted on the Community Council Facebook page.

### **Document**

Document what happened at the meeting. Community Councils are required to maintain meeting minutes. Document the items discussed, decisions made, and who was present.

**THANK YOU!**



## **Tips for Success**

### **Community Bouquet Moment**

Recognize a member or members(s) in your community who have made a significant contribution to the community or who have celebrated an important milestone.

### **Forum Events**

Host a forum for ballot candidates to speak about their position on the issues or invite a local non-profit or business to talk about the services they can provide to your community.

## COMMUNITY COUNCIL TOWNHALL

**When:** The County Commissioners and the LAC host an All Community Council Townhall the 4<sup>th</sup> Wednesday of EVERY month.

**Where:** It is a virtual meeting hosted via Microsoft Teams so you can attend from anywhere!

**What:** The Townhall is used to provide updates to and give each Community Council the opportunity to discuss their successes and issues through a round robin Q & A with the County Commissioners!

**Who:** At least one Council Member from each Community Council is REQUIRED to attend.

## **A COMMUNITY COUNCIL'S STATEMENT OF PURPOSE**

The Community Council shall strive to promote the interests and welfare of the citizens it serves; will act as a liaison between the County Commissioners and the citizens of their community; will provide recommendations to County Commissioners which is utilized by the County Commissioners to make decisions that directly impact those communities; will be a conduit of information between the citizens of the rural areas they serve and the County Commissioners; will value all views and opinions of the members in its community.

