

BYLAWS OF THE HEIGHTS COMMUNITY DEVELOPMENT TASK FORCE

Revised 5/28/24

ARTICLE I: NAME

The name of this organization shall be: "Heights Community Development Task Force", hereafter referred to as "Task Force".

ARTICLE II: PURPOSE

The Task Force is a non-partisan nongovernmental organization who's purpose shall be to promote community spirit within the Billings Heights, and to "assist" the City of Billings and the County Commissioners in improving the quality of life of Heights residents:

- A) Through the improvement of the Heights area,
- B) Through interaction with BPD to enhance awareness and optimize safety,
- C) Through the planning of new developments,
- D) Through the upgrading of housing,
- E) Through the upgrading of streets,
- F) Through the development of public infrastructure and facilities,
- G) Through communication to Heights residents via social media,
- H) Through other methods as may be presented from time to time.

ARTICLE III: MEMBERSHIP

Section 3.1: Active membership

To become an Active member one must:

- A) be at least 18 years of age,
- B) have attended at least three of the previous twelve regularly scheduled Task Force meetings, thereby, giving them voting rights on Task Force matters, and
- C) have a defined interest in the Billings Heights.

Section 3.2: Membership communication

- A) As deemed necessary by the Chairperson, Active members will receive communication between meetings via email.
- B) Agenda items shall be submitted to the Chairperson at least 14 days in advance of the meeting.

Section 3.3: Membership Meetings

- A) Meetings are open to all citizens that are 18 years of age and that have a defined interest in the Billings Heights.
- B) Regular meetings are generally the fourth Tuesday of each month, with the exception of December, starting at 7:00 P.M. and ending at 8:00 P.M., or as dictated by the agenda.
- C) Special meetings shall be held as necessary. In the unlikely event of an emergency special meeting such may be called by the Chairperson, or in the chairperson's absence, the first 1st Vice-chair, or in their absence, the 2nd Vice-chair will have the authority to call an emergency membership meeting.

Section 3.4: Membership Meeting Conduct

- A) The chairperson, or in the chairperson's absence, the first 1st Vice-chair, or in their absence, the 2nd Vice-chair shall call the membership meeting to order and shall act as the chairperson of the meeting. The presiding officer shall act as Parliamentarian. The Task Force shall use Robert's Rules of Order only as a guide. The chairperson will recognize who may speak. The secretary of the Task Force shall act as the secretary of all meetings of the members, but in the secretary's absence, the presiding officer may appoint any other person to act as the secretary of the meeting.

B) Seven voting members, of which one shall be an elected officer, shall be present and will be considered a quorum in order for any official business to be conducted. Decisions shall be made by a majority of the voting members present. Once a vote is tallied the vote is final. Only Active Members shall vote. Active Members shall cast their votes in person. There shall be NO voting by proxy. All disputes shall be decided by the Parliamentarian.

Section 3.5: Membership List

The membership record shall contain the name, address, and email address of all Active Members. All guest members will also be recorded and will be listed below the Active Members. A complete membership list will be available at all meetings for sign-in procedures.

The membership list's only authorized use is for notifications...to members announcing Task Force meetings...to members announcing other Task Force business. No further authorization shall be granted for any other use of the membership list.

ARTICLE IV: OFFICERS

All officers must be Active Members of the Task Force. The officers of the Task Force shall consist of four members: Chairperson, First Vice-chair, Second Vice-chair, Secretary.

Section 4.1: Election of Officers

- A) Annual nominations for officers begin at the September meeting, a month in advance of the election.
- B) Annual elections for all offices shall be held during the regularly scheduled October meeting.
- C) Additional nominations may also be taken from the floor at the October meeting.
- D) The new officers begin their elected duties at the November meeting.

Section 4.2: Special Elections

- A) Special elections for officers shall be held as needed.
- B) Nominations for vacant officer positions begin a month in advance of the election.
- C) Elections for vacant officer positions shall be held during the next regularly scheduled meeting.
- D) Additional nominations may also be taken from the floor at this regularly scheduled meeting.
- E) These new officers begin their elected duties immediately upon being elected.
- F) These partial terms of service do not count towards “time served” for the term limits of any office.

Section 4.3: Chairperson Vacancies

- A) In the event the office of the Chairperson becomes vacant then the 1st Vice Chairperson will assume the duties of Chairperson.
- B) The now vacant office of 1st Vice Chairperson will then be filled as outlined in Section 4.2.

Section 4.4: Office Term Limits

The term of office for all officers is one year. No one shall serve more than two consecutive terms as a chairperson. No one shall serve more than three consecutive terms in any of the other three offices. An Active Member may reset their term limit sequence. To do this they must vacate the termed-out office for one year. After the one year period they may seek election to that office once again.

Section 4.5: Duties of the Chairperson

- A) The Chairperson will set the agenda for all meetings.
- B) When necessary the Chairperson may call a special meeting of Task Force Officers,
- C) The Chairperson may as necessary appoint any member of the Task Force to help in a special capacity, head a team or committee, or serve as a member of a team or committee.
- D) Only the Chairperson shall speak as a representative for the Task Force. If necessary, the Chairperson may appoint any voting member to speak on behalf of the Task Force. Otherwise, members approached by the media, or others, shall speak as individuals. All Task Force questions must be referred to the Chairperson.
- E) All questions asked through given Task Force email addresses, or through an official Task Force social media site will be directed to the Chairperson for response.

Section 4.6: Duties of the First and Second Vice Chair

- A) Perform duties as described under ARTICLE III MEMBERSHIP. section 3.4.
- B) Shall Serve in a special capacity, head a team or committee or serve on a team or committee as needed when asked by the Chairperson. Exceptions noted.
- C) The First Vice Chairperson shall keep a backup copy of all secretarial activities in the advent of an unforeseen emergency.

Section 4.7: Duties of the Secretary

- A) Act as the secretary of all regularly scheduled and special meetings of the Task Force,
- B) Post meetings to the Community Development Department of the City of Billings and to Task Force specific social media sites only after such minutes have been approved by the Active Membership,
- C) Provide that all notices be sent in accordance with these bylaws or as directed by the Chairperson,
- D) Be the custodian and historian of all Task Force records,
- E) When requested, authenticate any records of the Task Force,
- F) Maintain social media sites as directed by the Chairperson,
- G) Serve in a special capacity, head a team or committee or serve on a team or committee as needed when asked by the Chairperson.
Exceptions noted.

ARTICLE V: COMMITTEES

- A) The Chairperson will appoint all committees.
- B) Committees will be formed as per sections 4.5, 4.6, and 4.7.
- C) There shall be at least one officer on each committee.
- D) Committee recommendation(s) will be proposed in writing during a regularly scheduled, or a special, Task Force meeting.
- E) At the next regularly scheduled Task Force meeting, should the Active members propose a motion, a vote will be held on the committee recommendations.

ARTICLE VII: AMENDMENTS

Heights Task Force Bylaws may be amended, from time to time as follows:

- A) The Chairperson will appoint a committee for the purpose of reviewing and amending the Bylaws.
- B) Committee formation will be done as per ARTICLE V.
- C) Committee recommendations will be done as per ARTICLE V.
- D) Upon adoption, a copy of the amendment shall be forwarded to the Community Development Department of the City of Billings by the Secretary.

Definitions

- a) “defined interest”...examples; all heights residents, all politicians with constituents in the heights area, all owners of businesses in the heights area, etc.
- b) “complete membership list”...Is a list of all Active Members, in alphabetical order, complete with email addresses and physical addresses. Below Active Members will be a list of all guest members, in alphabetical order, complete with email address and a number corresponding to the number of times the guest has attended during the last 12 regularly scheduled meetings. Once a guest has attended their third meeting, within the last 12 regularly scheduled meetings, they will be moved to the Active Member group. To remain an Active Member the member must maintain the three meeting attendance record within the past 12 regularly scheduled meetings.
- c) non-partisan includes;...Elected officials and candidates for political office shall not be invited or allowed to speak to their candidacy other than an introduction, nor distribute political material during meetings nor shall petitions regarding any subject including political issues be circulated prior to or during meetings.