

As AMENDED APR 10, 2008

BY-LAWS
CENTRAL-TERRY PARK NEIGHBORHOOD TASK FORCE

NAME:

The name of this organization shall be "The Central-Terry Park Neighborhood Task Force.

PURPOSE:

The purpose of this organization shall be, in general:

- a) To work to maintain the residential status of the area;
- b) To work to upgrade the condition of homes, streets, sidewalks and street lighting in the area;
- c) To provide input into any plans for development in the neighborhood;
- d) To develop and implement plans to promote a pleasant environment in which to live, play and work;
- e) To address areas of concern to the neighborhood.

MEMBERSHIP

Everyone is welcome to attend Task Force meetings. Voting membership shall be limited to people who meet the following requirements:

- a) must live, work, or own property in the neighborhood AND have attended at least two previous meetings of the Central-Terry Park Neighborhood Task Force within the preceding twelve months. Voting membership becomes permanent once the membership requirements have been successfully met during any three prior years, AND the member still either lives, works, or owns property within the Task Force area. OR
- b) be approved as a voting member by a unanimous vote of the Central-Terry Park Neighborhood Task Force members present at the meeting during which the vote is taken, AND have attended at least two previous meetings of the Central-Terry Park Neighborhood Task Force within the preceding twelve months. Voting membership is considered permanent once it has been attained by means of the unanimous vote

VOTING:

Members shall vote in person. There will be no proxy voting.

MEETINGS:

Regular meetings will be held the 2nd Thursday of each month, unless the officers, or the majority of voting members present at any meeting, vote to cancel or postpone a scheduled meeting because of holidays, conflicting events, weather, or other good reasons.

DUES:

There shall be no dues to belong to this organization.

OFFICERS:

The officers of this organization shall be a Chairman, one Vice-Chairman, and a Secretary. The duties shall be listed separately and attached to these Bylaws as "Procedures." The Chairman, Vice-Chairman, and Secretary shall be elected each year at the General Meeting the second Thursday of October.

COMMITTEES:

The chairman shall and can appoint any member of the Task Force to help in a special field for any detailed committee work

ELECTIONS:

A nominating committee of up to 3 members shall be appointed by the Chairman of the Task Force at the September meeting, to present a slate of candidates at the October meeting, to be voted on at that time. All nominees shall be members of the Task Force. Nominations from the floor may be made by any member, with prior approval of the nominee (in writing, if nominee is not present.)

QUORUM:

Attendance of at least 10 members meeting the membership requirements is necessary for the transaction of all business of the organization.

AMENDMENTS:

These Bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the quorum present. Such amendment must be proposed in writing by an active member at the meeting immediately preceding that at which the amendment is to be voted on. Upon its adoption, a copy of the amendment shall be mailed to the Community Development Division of the City of Billings.

PARLIAMENTARY AUTHORITY:

Roberts Rules of Order (or Democratic Rules of Order) shall be the authority for all parliamentary procedure.

DATED:

These Bylaws were accepted and ratified as of April 10, 2008.

**CENTRAL-TERRY PARK
NEIGHBORHOOD TASK FORCE**

PROCEDURES

I. Responsibilities of Task Force officers:

A. Chair

1. Provide leadership and direction
2. Conduct regular meetings
3. Be the official spokesman for the Task Force
4. Confer with neighborhood planner regarding problems related to the neighborhood
5. Appoint Task Force members to specific projects as required

B. Vice Chair

1. Carry on the above-mentioned duties when the Chair is absent

C. Secretary

1. Record official minutes of each Task Force meeting
2. Prepare any required correspondence
3. Maintain an up-to-date membership list

D. Publicity Chair

1. Keep the Task Force profile high in the community through media-wide coverage and Task Force activities

E. Membership Chair

1. Develop a program to insure attendance at each Task Force meeting
2. Promote Task Force membership throughout the neighborhood
3. Keep a record of attendance for all official meetings