

WEST END NEIGHBORHOOD TASK FORCE BY-LAWS

Section 1.1 Number of Officers.

The officers of the task force shall be a Chairperson, Vice-Chairperson, Recording Secretary and a Treasurer. All officers must meet Voting Member requirements.

Section 1.2 Election and Term of Office.

A Nominating Committee of a minimum of three (3) Members shall be elected by the Voting Members at the meeting held in January of each year. The Nominating Committee shall prepare a slate of qualified candidates. Candidates may also be nominated from the floor. The Voting Members shall elect the Officers from the group of nominated candidates at the regular meeting in March of each year. The Term of Officers shall be one (1) year.

Section 1.3 Removal of Officers.

The Voting Members may remove any officer with a two-thirds (2/3) majority vote of the Voting members.

Section 1.4 Chairperson.

The Chairperson shall in general supervise the Task Force and preside at all meetings. Only the Chairperson, or a member appointed by the Chairperson may act in behalf of the Task Force. The Chairperson shall appoint members of committees. The Committees may exercise only the specific authority that the Chairperson confers.

Section 1.5 Vice Chairperson.

In the absence of the Chairperson the Vice Chairperson shall perform the Chairperson duties. If neither of the above are present then the Secretary shall.

The Vice Chairperson shall perform any other duties that the Chairperson assigns.

Section 1.6 The Recording Secretary.

The Recording Secretary shall keep minutes of the proceeding of the Task Force, keep a listing of Voting Members and all other duties incident to the office of Secretary.

Section 1.7 Treasurer.

The Treasurer shall be responsible for all funds of the Task Force and perform all duties incident to the office. The Treasurer and Chairperson must co-sign all checks authorized by the Voting Members. All financial transactions must be approved by the Voting Members.

Section 1.8 Membership.

General Members.

Any citizen of Billings who has a specific interest in the West End Neighborhood Task Force may be a General Member. General Members will have a voice without a vote.

Voting Members.

Only Voting Members present shall be entitled to vote. A Voting Member must meet the following requirements:

[A] reside within the Task Force area AND have attended at least three [3] Member meetings within the previous twelve [12] months.

OR

[B] work or own property or a business within the Task Force area, AND have attended at least three [3] Member meetings within the previous twelve [12] months.

For purposes of determining a Voting Member, the phrase "within the Task Force area" shall mean located within the outlines shown on the West End Task Force map. The existing Voting Members shall make final determination in any disputes.

Section 1.9 Meetings.

Meetings shall be held on the third [3rd] Tuesday of every month at 7 PM, unless canceled by a majority of the Voting Members at the previous month's meeting. The Chairperson may call a special meeting with a forty-eight [48] hour notice. However decisions that must be made in less than 48 hours can be made by the Officers.

Section 1.10 Conduct of Member Meetings.

The Chairperson, or in the Chairperson's absence, the next Officer in line, shall call the meeting to order and act as the Chairperson of the Meeting. Rules of meeting conduct shall generally follow Robert's Rules of Order.

Members shall vote in person. In the event of a tie, the Chairperson shall cast the deciding vote. The vote of a majority of the Voting Members present at which a quorum is present shall be the act of the Task Force.

1.11 Member Quorum.

A minimum of nine [9] Voting Members shall constitute a quorum.

1.12 Amendments to By-Law.

These by-laws may be altered, amended or repealed and new by-laws may be adopted at any monthly Member meeting where a quorum is present, by a three-fourths [3/4] vote of the Voting Members. Any such proposal must be presented in writing by a Voting Member. The proposal must then be placed on the agenda and voted on at the following month's meeting. Changes shall be filed with the Community Development office of the City of Billings.

1.13 Adoption of By-Laws.

The foregoing By-Laws of the West End Neighborhood Task Force were voted on by the Voting Members and now constitute the official By-Laws.

DATED this _____ day of _____, 2006

Chairperson _____

Recording Secretary _____