

RIMROCK NEIGHBORHOODS TASK FORCE BYLAWS

Article I: Name: The name of this organization shall be: Rimrock Neighborhoods Task Force, hereinafter referred to as "RNTF."

Article II: RNTF Area: The RNTF area is defined as within these boundaries and includes both County and City land parcels:

Southern Boundary: On the south side of Rimrock Road from 38th St W, east to Virginia Lane (including homes which abut Rimrock Road on the rear or side of the property). On the north side of Rimrock Road, from Shiloh Rd/40th St. east to north 27th Street (north side of Rimrock).

Eastern Boundary: The west side of north 27th Street from Rimrock Road extending on a line north to Highway 3 and continuing north through eastern parcels of the Billings Logan International Airport until it intersects with the northern boundary.

Northern Boundary: A line north of the Billings Airport extending due west just north of Rehberg Ranch Estates until it intersects with the western boundary.

Western Boundary: The east side of Shiloh Road/40th St. West from Rimrock Road extending due north until it intersects with the northern boundary.

Article III: Mission and Purpose:

Section 1: The Rimrock Neighborhoods Task Force is an organized group of concerned neighbors coming together to create a forum to learn and be heard on the issues that are unique to the Rimrock area including, but not limited to, transportation, aesthetics and the environment, safety, recreation, zoning and land use planning.

Section 2: The RNTF shall not support or oppose any candidate for public office.

Article IV: Dues:

There shall be no dues or special assessments to belong to the RNTF. The RNTF may accept donations to be used in the conduct of its business for purposes such as printing, mailings, design work and the like. Strict accountability for all donated funds shall be maintained by the Treasurer.

Article V: Officers:

Section 1: The Officers of the RNTF shall consist of up to five members: the Chair, Vice-Chair, Secretary/Treasurer and two At-large Voting Members. Duties as described in Section 2 below are not inclusive.

Section 2: The Chair shall be the official spokesperson for the RNTF. The Chair shall call and conduct all meetings of the Officers, determine meeting locations, suggest topics for discussion, prepare meeting agendas, appoint committee and Officer Chairs as deemed necessary by the Officers, and make decisions concerning operational process, financial matters, and so on. When the Officer meeting includes an even number of officers, the Chair shall make final decisions in the event of a tied vote. The Chair shall also conduct

regular/general meetings of the RNTF, welcome attendees at meetings, introduce special and/or guest speakers as is appropriate and send a thank-you email note and/or card to the guest speaker(s). As with all other Officers and RNTF members, the Chair may participate in general RNTF activities, such as also chairing committees and being responsible for specific tasks or programs.

The Vice Chair shall assume the duties of the Chair upon his or her request, or as deemed necessary by the presiding Officers during the absence of the Chair. Working with the Treasurer, the Vice Chair shall be responsible for the solicitation of donations as necessary to maintain the financial obligations of the RNTF.

The Secretary shall record and document all general and Officer meeting discussions and formulate minutes for acceptance by the presiding Officers as "official records". The Secretary shall maintain originals of all "official" RNTF records (paper and electronic), and copies of unofficial records, and shall be responsible for the dissemination of correspondence sent by the RNTF (paper and electronic).

It is the responsibility of all other Officers to provide documents to the Secretary for record-keeping purposes. The Secretary is responsible for sending the latest general meeting agendas and minutes to the City for posting to the RNTF website. The Treasurer shall record and track all income (donations) and expenses related to the activities of the RNTF. The Treasurer is NOT in charge of funds, that is does not direct or approve dissemination of funds, as that is the task of the Board. The Treasurer shall verbally present and provide a printed financial summary (income, expenses, and holdings) to the presiding Officers at every general Officer's meeting and shall be prepared to answer all related financial questions during those meetings. In the event that a RNTF bank account is established, the Treasurer shall maintain the RNTF's bank records and shall reconcile the checkbook at regular intervals (upon receipt of bank statements). The Treasurer shall issue reimbursements for RNTF expenses only as approved in advance by the presiding Officers. The Treasurer and Chair shall be responsible for working with the appropriate City official with regard to City funds.

The At-large Members shall perform duties as needed to ensure an effective and efficient RNTF. For example, substitute for another Officer if (s)he is not available.

Section 3: RNTF Officers shall be elected for a two-year term at the General Meeting in July. A democratic process will be followed in this election. Upon election of new officer(s), a 30 day transition will begin immediately, with the newly elected officer(s) having full responsibility upon completion of the transition period. If the Chair becomes vacant as a result of resignation or incapacity, the Vice Chair will automatically assume the position of Chair. Nominations for the office of Vice Chair will be opened immediately and voted upon at the next regularly scheduled membership meeting. Should a Board Member other than the Chair resign or become unable to fulfill the duties of the held office, a Special Election will be held expeditiously to fill the remaining term if the vacated position term is greater than 6 months. If the vacated seat term is less than 6 months, the RNTF Board has the discretion to hold an election to fill the vacant seat.

- a. The July 2025 election will conduct elections for the offices of Chair, Secretary, and one at-large member for a two year term. Election for the office of Vice Chair and one at-large member will be for a one year term.

All subsequent Board members will be elected for a two-year term.

Section 4: No one shall serve more than two consecutive terms as the Chair.

Section 5: Only the Chair may speak as a representative of the RNTF. If necessary, the Chair may appoint any member to speak on behalf of the RNTF. Members, or others affiliated with the RNTF, who are approached by the media shall speak as individuals and refer RNTF questions to the Chair.

Section 6: The Chair, as necessary, may appoint any member of the RNTF to chair or serve on a team or committee, serve as point of contact on a particular issue, coordinate public outreach--including media--or to other responsibilities for the purposes of achieving the mission of the RNTF.

Section 7: No remuneration shall be requested by or accepted by any Officer or Member of the RNTF. When approved in advance by the presiding Officers, direct expenses incurred in the conduct of official business of the RNTF may be reimbursed. Examples of such expenses are photocopying, postage and payment made to individuals or corporations who perform work at the request or direction of the RNTF.

Section 8: Since the Officer positions are not accepted under written or verbal contract, and are not paid or otherwise compensated positions, and are considered completely voluntary positions, any Officer may tender his or her resignation at any time without notice or reason. Resignation shall be in writing (email acceptable), submitted to the Chair or Vice Chair.

Section 9: Committees of the presiding Officers may be established at any time as deemed necessary by the presiding Officers.

Section 10: Regular meetings of the Officers shall be held as necessary and a majority of the number of Officers shall constitute a quorum. Every act or decision made by a majority of the Officers present at a duly held meeting at which a quorum is present shall be regarded as the act of the presiding Officers and they may make decisions and policy and position statements for the RNTF. Any policy and position statements by the presiding Officers must be ratified later at a RNTF regular general meeting.

Article VI: Membership:

Section 1: General members do not have any requirements and shall not be restricted.

Section 2: Voting Members must live or own property within the boundaries of the RNTF area.

Article VII: Voting:

Section 1: Only members qualifying under the criteria listed in Article VI, Section 2 may vote. They must have attended at least two (2) of the past four (4) meetings. They must cast their votes in person. There shall be NO voting by proxy. The Secretary shall maintain a regular sign-in sheet for each scheduled meeting.

Section 2: At least seven (7) Voting Members must be present in order for any official business to be conducted and the vote of a majority of the seven (7) or more Voting Members present shall be the act of the RNTF.

Section 3: At least two (2) Officers of the RNTF must be present in order for any official business to be conducted.

Article VIII: Meetings

Section 1: Regular meetings shall be held on the third Wednesday of the following months: January, March, May, July, September, and November. Meetings begin at 7:00 p.m. and end by 9:00 p.m., or as indicated in the agenda. Special meetings may be called and held as necessary.

Section 2: Meetings will be held at Mayflower Church on the corner of Poly Drive and Rehberg Lane. Should the Mayflower building no longer be available, the board will conduct a search for a new location, and communicate the change to membership via email, social media, and on the City website.

Section 3: By majority vote the Board may elect to change the provisions of Sections 1 and 2 in a timely manner which will provide the membership 30 days notice unless the change was made for emergency reasons.

Section 4: Agenda items should be submitted to the Chair at least 15 days in advance of the meeting. This agenda will be submitted to the City of Billings for publication on their website at: www.billingsmt.gov/1730/Rimrock-Neighborhoods-Task-Force

Section 5: The minutes of the last general meeting should be submitted to the City of Billings for publication on their web site within 30 days after the meeting.

IX: Bylaws

Section 1: These bylaws may be amended or repealed, and new bylaws may be adopted at any scheduled meeting where the bylaw change is on the published agenda. A simple majority of Voting Members present at the meeting is required to enact the change. Voting members are defined in Article VII and Section 2 of Article IX.

Section 2: Proposals for modifications of the bylaws may be presented in writing by a voting member at a scheduled meeting. The proposal would be recorded, then be placed on the agenda for the next scheduled meeting for a vote.

Section 3: Changes will be filed with the City of Billings. A current copy of the bylaws will be posted on the City of Billings web site under the section pertaining to the Rimrock Neighborhoods Task Force. Any citizen may print a copy of the bylaws at any time from the City/RNTF website.

Article X: The RNTF shall generally abide by Robert's Rules of Order.

The foregoing Bylaws of the Rimrock Neighborhoods Task Force were voted on and approved by the Voting Members and now constitute the official Bylaws.

Dated this 20th day of April, 2016, amended October 16, 2019; amended October 20, 2021; amended October 18, 2023; amended February 21, 2024; amended May 21, 2025; amended November 19, 2025.

Chair, Leslie Cooke
Secretary, Holly Schwarm