

# BYLAWS

## MONTANA LEAGUE OF CITIES AND TOWNS

### ARTICLE I - ORGANIZATION

**Section 1. NAME.** This organization shall be known as the MONTANA LEAGUE OF CITIES AND TOWNS.

**Section 2. PURPOSE.**

(A) To promote cooperation among the cities and towns of the state of Montana, to study local and common problems, to seek solutions and suggest efficient operational methods.

(B) To provide a forum and an organization whereby through cooperative effort and appropriate action, municipal governments may exercise their impact and effect on local, state and national affairs that are of concern to Montana cities and towns.

**Section 3. DISTRICTS.** For the purpose of administration and to equalize representation throughout the state, the state shall be divided into twelve (12) districts as such districts may be from time to time geographically established by the Board of Directors.

### ARTICLE II - MEMBERSHIP

**Section 1. VOTING MEMBERSHIP.**

(A) Any city or town of the state of Montana, or any separate Board or Commission of such city or town, or that of any consolidated city-county government, or any special or general local government district may become a **VOTING MEMBER** by making proper application to the Executive Director and by paying the appropriate membership dues for the current year in advance.

(B) **MEMBERSHIP DISCONTINUANCE.** Any member may withdraw by making written declaration of intention to the Executive Director. Membership fees or dues paid, or any portion thereof, shall not be reimbursed.

(C) **FAILURE TO PAY DUES.** Any member failing to pay required membership dues for the current fiscal year by conference time shall not be considered a voting member at the annual conference.

**Section 2. NONVOTING MEMBERSHIP.**

(A) **ASSOCIATE MEMBERSHIP.** Manufacturers, distributors, suppliers, service companies, or sales agencies may become ASSOCIATE MEMBERS by making proper

application to the Executive Director and by paying appropriate dues for the current year in advance.

(B) **HONORARY MEMBERSHIP.** Honorary membership certificates may be bestowed to certain individuals for their specific contribution to the Montana League of Cities and Towns.

(C) **LIFETIME MEMBERSHIP.** Lifetime memberships may, at the discretion of the Board of Directors, be bestowed upon any individual who has contributed extraordinary service and assistance to the Montana League of Cities and Towns over a number of years.

(D) **MEMBERSHIP DISCONTINUANCE.** Any member may withdraw by making written declaration of intention to the Executive Director. Membership fees of dues paid, or any portion thereof, shall not be reimbursed.

(E) **FAILURE TO PAY DUES.** Any member failing to pay required membership dues for the current fiscal year by conference time shall not be considered a voting member at the annual conference.

### ARTICLE III - FINANCES

**Section 1. DUES FOR VOTING MEMBERS.** The Board of Directors is authorized to determine the annual membership dues for cities and towns in an amount sufficient to finance the normal expenses of the League for the current year. Such annual membership dues shall be presented for ratification to the delegates at the annual conference.

**Section 2. DUES FOR ASSOCIATE MEMBERS.** Such dues shall be determined by the Board of Directors annually.

**Section 3. DUES FOR LIFETIME OR HONORARY MEMBERSHIP.** No dues shall be assessed for these classes of membership.

**Section 4. DUES FOR INDIVIDUAL MEMBERSHIP.** Any individual wishing nonvoting membership in the League may qualify by making proper application and payment of minimal dues as determined by the Board of Directors.

**Section 5. SUPPLEMENTAL DUES.** The Board of Directors shall have the power to assess, in addition to the normal membership dues, money for emergency need for League services.

**Section 6. EXPENDITURES.** The Board of Directors shall have the power to purchase, own, mortgage, or convey such real estate and other property in the name of the Montana League of Cities and Towns as may be necessary for the purposes of the organization. This grant of authority shall include power to purchase or sell on a contract for deed or

conditional sale, contract or otherwise. The Board of Directors may authorize officers, agents or employees, or any of them, to enter into any contract or execute and deliver any instruments or obligations in the name of or on behalf of the League. The Executive Board shall have authority by vote of the Board to the Executive Director in furtherance of the objectives of the Montana League of Cities and Towns.

### ARTICLE IV - OFFICERS

**Section 1.** The OFFICERS of this organization shall be:

- (A) President
- (B) 1st Vice President
- (C) 2nd Vice President
- (D) 3rd Vice President
- (E) Secretary-Treasurer
- (F) Immediate Past President.

**Section 2.** All officials in Section 1 shall, to be eligible to hold an elective League office, hold an elective or appointive office in the municipal government of some member city or town. Should such officer of the League, after election, cease to be an elected or appointed officer of a member city or town the position will be declared vacant and a replacement named by the President with the approval of the Board of Directors.

**Section 3.** There shall be hired by the Board of Directors an EXECUTIVE DIRECTOR who shall serve at the pleasure of the Board of Directors.

**Section 4.** Person(s) responsible for handling League funds shall be bonded with an approved surety company authorized to do business in the state of Montana in the amount set by the Board of Directors.

**Section 5.** Officers of the League shall exercise the usual and customary powers and duties incident to their respective offices, and shall receive such compensation only as shall be, from time to time, fixed by the League in annual conference assembled.

**Section 6.** All officers elected at the annual conference shall serve for a term of one year.

**Section 7. BOARD OF DIRECTORS.** The Board of Directors shall consist of those officers listed in Section 1, along with one (1) Director from each of the twelve (12) districts as determined by Article I, Section 3. In addition, past presidents who continue to hold elected or appointed municipal office shall be members of the Board for three (3) years following their term as president. Each Director will be

appointed by the President. Director vacancies will be filled by appointment by the President. The President shall normally preside at all Board meetings except that in his absence, or discretion, the 1st Vice President, 2nd Vice President, or 3rd Vice President may preside. The President shall have no vote except in the case of a tie vote. The BOARD OF DIRECTORS shall have general supervision and responsibility over ALL THE AFFAIRS of the organization excepting those delegated or referred to the annual membership conference.

**Section 8. EXECUTIVE COMMITTEE.** The Executive Committee consists of the League elected officers (See Section 1). Meetings of the Executive Committee may be held at any time upon call of the President or any three members. The Executive Committee may vote either in person, by mail, or by conference telephone call on any question submitted for their consideration.

The Executive Committee may vote on any emergency or urgent question which may arise between meetings of the Board of Directors. Any action of the Executive Committee shall be binding upon the League until the next Board of Directors meeting at which time such actions shall be presented for ratification.

**Section 9. QUORUM.** A quorum shall be considered a majority of members of the Board of Directors as determined pursuant to Section 7.

### ARTICLE V - STANDING COMMITTEE

**Section 1. NOMINATING COMMITTEE.** The Nominating Committee shall consist of five (5) members appointed by the President and confirmed by the Board of Directors. This committee shall serve until after the election at the annual conference.

Nominations for the office of Secretary-Treasurer shall be made by the Montana Municipal Clerks, Treasurers, and Finance Officers Association to the Nominating Committee for presentation to the annual conference.

### ARTICLE VI - MEMBERSHIP MEETING

**Section 1.** The annual membership meeting and conference of the Montana League of Cities and Towns shall be held at a time and place determined by the voting delegates in attendance at the annual conference for the year following. The tentative agenda shall be arranged by or under the

direction of the Board of Directors and distributed to the members no less than thirty (30) days prior to the conference.

**Section 2.** Special meetings of the League membership may be called by the President or by the Executive Committee or by a majority vote of the Board of Directors by giving notice and purpose to each League member at least ten (10) days prior to the date of the meeting.

(A) The Board of Directors shall meet at least once six (6) months in advance of the state conference.

**Section 3. DISTRICT MEETINGS.** District meetings shall be called at least yearly by the President or Executive Committee for the benefit and enlightenment of city officials located in various sections of Montana. Resolutions adopted at District meetings shall be forwarded to the Executive Committee.

**Section 4. PARLIAMENTARY RULES.** All questions of parliamentary practice or procedure shall be decided according to Robert's Rules of Order Revised.

**Section 5. DELEGATES AND VOTES.** There shall be no limit on the number of delegates sent by a member city or town to a meeting of the organization. All delegates may be heard in debate - each member in good standing shall have a minimum of one (1) vote. IF A CITY REQUESTS A WEIGHTED VOTE AND TWO (2) ADDITIONAL CITIES AGREE WITH THIS REQUEST, ONE (1) ADDITIONAL VOTE FOR EACH FULL THOUSAND DOLLARS PAID IN MEMBERSHIP DUES, UP TO A MAXIMUM OF FIVE (5) VOTES PER CITY SHALL BE ALLOWED - member cities and towns shall designate those authorized to cast votes.

#### ARTICLE VII - LEGISLATIVE PROCESS

**Section 1.** The Board of Directors may establish protocols and procedures for the presentation of legislative proposals for action by the city and town members of the Montana League of Cities and Towns and for the bill drafting and support or sponsorship of approved legislative proposals.

#### ARTICLE VIII - AMENDMENTS

**Section 1.** These Bylaws governing League affairs may be amended at any meeting, or at any special meeting called for that purpose by the Board of Directors, upon an affirmative vote indicating a two-thirds majority.

*(Adopted new Bylaws & Constitution - September 13, 1980.  
Amended Article IV, Section 7 - September 18, 1987.  
Amended Article V, Section 1 - October 9, 1992  
Amended new Bylaws – October 7, 2015)*

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<b>DISTRICT NO. 1</b> Columbia Falls Eureka Kalispell Libby Polson Rexford Ronan Troy Whitefish	<b>DISTRICT NO. 5</b> Denton Grass Range Harlowton Hobson Judith Gap Lewistown Moore Stanford Winifred Winnett	<b>DISTRICT NO. 9</b> Anaconda Butte Deer Lodge Dillon Lima Philipsburg Sheridan Twin Bridges Walkerville Whitehall
<b>DISTRICT NO. 2</b> Big Sandy Browning Chester Chinook Conrad Cut Bank Harlem Havre Hingham Kevin Shelby Sunburst	<b>DISTRICT NO. 6</b> Belt Cascade Choteau Dutton Fairfield Fort Benton Geraldine Great Falls Neihart Valier	<b>DISTRICT NO. 10</b> Belgrade Big Timber Bozeman Clyde Park Ennis Livingston Manhattan Three Forks Virginia City West Yellowstone
<b>DISTRICT NO. 3</b> Bainville Brockton Culbertson Dodson Flaxville Fort Peck Froid Glasgow Malta Medicine Lake Nashua Opheim Outlook Plentywood Poplar Saco Scobey Westby Wolf Point	<b>DISTRICT NO. 7</b> Boulder East Helena Helena Townsend White Sulphur Springs	<b>DISTRICT NO. 11</b> Bearcreek Billings Bridger Broadview Columbus Fromberg Hardin Joliet Laurel Lavina Lodge Grass Melstone Red Lodge Roundup Ryegate
<b>DISTRICT NO. 4</b> Circle Fairview Glendive Richey Sidney Wibaux	<b>DISTRICT NO. 8</b> Alberton Darby Drummond Hamilton Hot Springs Missoula Pinesdale Plains St. Ignatius Stevensville Superior Thompson Falls	<b>DISTRICT NO. 12</b> Baker Broadus Colstrip Ekalaka Forsyth Hysham Ismay Jordan Miles City Plevna Terry

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