

# Community Council News

2026 Edition

Handbook Highlights

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## WELCOME!

The County Commissioners want to thank Community Councils and their Council Members for the service and dedication to Missoula County.

## IMPORTANT RESOURCES

### UPDATED Community Council Handbook and Appendices (2026 Edition)

The Council Handbook provides detailed guidance on regulatory policies and **NEW** procedural information applicable to Community Councils.

Council Members are expected to review the Council Handbook and Appendices.

### Link Library

Check out the link library on the Missoula County Community Council website.



## NEW

### COMMUNITY COUNCIL ORDINANCE

The County Commissioners passed the Missoula County Ordinance 2026-001 establishing the legally compliant framework for all Community Councils in Missoula County. The Ordinance generally establishes the following:

***Authority, purpose, duties, responsibilities, membership terms, meeting frequency and financial procedures***

All of which are more particularly described in detail and specificity in the Bylaws for each Community Council.

### RESOLUTION

The County Commissioners established each specific Community Council by Resolution. The Resolution formalizes the boundaries of the Council Area served by the Community Council.

### BYLAWS

Each Community Council has a set of Bylaws which governs its operations. Each council member is required to be familiar with the Bylaws.

**See a copy of the Ordinance, Resolution and Bylaws in your Council Handbook.**



## TRAINING

Attend one of the bi-annual Board Leadership Trainings! Topics covered, such as principles of governance, roles and responsibilities of boards (including Community Councils), open meeting rules, managing a meeting and Montana's code of ethics.

**Per the Bylaws, Council members are required to attend at beginning of every new term.**



## Financial Oversight

The County may, in its sole discretion, allocate to a Community Council up to \$1,000 per fiscal year as operational funding.

The County will maintain a subaccount for each Community Council and pay the Council's invoices for administrative expenditures.

The Community Council is required to prepare and present a financial report each year.



## PUBLIC MEETINGS

### **Location, Location, Location**

Meetings may be held in person, virtually or hybrid, so long as all meetings are open and accessible to the public. Whenever possible seven (7) days advance notice is preferred.

### **Meeting Frequency**

Community Councils are required to meet at least six (6) times per year.

### **Meeting Notices and Agendas**

#### **When, Where and What**

Community Councils are required to provide adequate meeting notice of regularly scheduled meetings at least 48 hours or two (2) calendar days in advance of the meeting.

Meeting agendas shall also be made readily available and accessible by the public, at least 48 hours or two (2) days in advance of a regularly scheduled meeting. Agenda must note if the meeting is hybrid, virtual or in person-only. Virtual meeting information must be published on the agenda.

Community Councils are required to notice their meetings and have their agenda posted on the Missoula County Website. This information can be also posted on the Community Council Facebook page.

### **Voting and Decision Making**

Community Councils do not have authority to make decisions or rulings, however, Council Members may vote to make specific recommendations to the County Commissioners and are required to vote for approval of financial expenditures. Votes must occur at public meetings which have been properly noticed and where a quorum is met.

### **Minutes**

Document what happened at the meeting. Community Councils are required to maintain meeting minutes. Document the items discussed, decisions made, and who was present.

## COMMUNITY COUNCIL TOWNHALL

**When:** The County Commissioners and the LAC host an All Community Council Townhall. The Townhall is generally held on the 4<sup>th</sup> Wednesday of every month.

**Where:** It is a virtual meeting hosted via Microsoft Teams so you can attend from anywhere!

**What:** The Townhall is used to provide updates to and give each Community Council the opportunity to discuss their successes and issues through a round robin Q & A with the County Commissioners!

**Who:** At least one Council Member from each Community Council is REQUIRED to attend.

## A COMMUNITY COUNCIL'S STATEMENT OF PURPOSE

The Community Council shall strive to promote the interests and welfare of the citizens of Missoula County; will act as a liaison between the County Commissioners and the citizens who reside in the neighborhoods and communities of its Council Area; serve as a forum for residents to discussion local issues, concerns and opportunities; provide useful and beneficial information to the County Commissioners to aid the County Commissioners in making decisions regarding its Council Area; inform its citizens of any issues or problems heard by the County Commissioners; provide leadership and support to community efforts in ensuring orderly growth and development within its Council Area; and serve as a channel of communication with local, state and federal government officials and agencies regarding matters of concern.

**THANK YOU!**