

Memorandum

REPORT TO: Study Commission

FROM: Mike Maas, Ex Officio

SUBJECT: Bylaws Discussion and Adoption

MEETING DATE: January 8, 2025

AGENDA ITEM TYPE: Citizen Advisory Board/Commission

RECOMMENDATION: **Consider the Motion:** *I move to adopt the Bylaws of the Governing Voter Review Study Commission.*

STRATEGIC PLAN: 1.1 Outreach: Continue to strengthen and innovate in how we deliver information to the community and our partners.

BACKGROUND: The Bozeman Study Commission has statutory authority to establish its own rules ([7-3-181, MCA](#)).

The Study Commission drafted the attached bylaws. Once adopted, the bylaws will control topics including but not limited to participation by electronic means, presiding officer, public participation, noticing meetings, preparation of agendas, order of business for Study Commission meetings, conducting public hearings, etc.

UNRESOLVED ISSUES: Logistical Considerations:

- Identifying public comment options on the agenda and creation of an introductory script
- How to accept written public comments and handling of anonymous comments
- Office of Record and records retention
- Use of City email, website, and engagement resources
- Recording Secretary Duties

ALTERNATIVES: As per the Study Commission

FISCAL EFFECTS: TBD

Attachments:

[Bylaws City of Bozeman Study Commission 2024-2026.docx](#)

Report compiled on: January 2, 2025