



# HELENA CITIZENS' COUNCIL PURPOSE STATEMENT AND GUIDING PRINCIPLES

City of Helena

Last Approved: January, 2012

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## **HCC PURPOSE STATEMENT**

The Helena Citizens' Council purpose is to: (1) review and advise the City Commission of the various issues relating to the annual budget; and (2) make recommendations regarding future City development.

## **HCC GUIDING PRINCIPLES**

These guiding principles are based upon and designed to compliment Article IV of the City Charter and the HCC By-Laws. These documents guide the choices and decisions made within HCC and give members direction, philosophy, and bases for HCC activity. These guiding principles state HCC's values and how these values support the Purpose Statement.

## **UPHOLDING THE CITY CHARTER AND BY-LAWS**

HCC will uphold, in a consistent manner, the City Charter - Article IV, HCC By-Laws, and all other statutes, regulations, and legal policies applicable to elected officials. Within the bounds of these laws and regulations, HCC will strive to make recommendations that balance public and private costs and benefits for the greatest public benefit.

## **WORKING FOR THE FUTURE DEVELOPMENT OF THE CITY**

HCC recognizes its actions are intended to provide for the health, safety and welfare of the city including a sense of well-being and community satisfaction to Helena residents. HCC recognizes Helena residents value a quality environment and community and encourages all members to share responsibility to protect and sustain our community. HCC encourages innovative thinking and seeks practical, long-term solutions that serve the public interest and minimize the negative effects of proposed actions.

## **HCC MEETINGS**

- HCC members are expected to attend all monthly meetings in addition to attending other administrative meetings to the greatest extent possible and should notify the secretary of any anticipated absence.
- In addition to monthly HCC meetings, members are encouraged to attend any city and administration meetings that are necessary or relevant to an on going committee or issue.
- HCC members are encouraged to participate in one external Board or Committee of interest and are urged to attend the meetings of their chosen board(s).  
All external Board(s) and Committee(s) meetings require a brief written or brief oral report that can be presented at the following HCC monthly meeting. (2-3 minute report.)
- Each HCC member is asked to attend at least one City Commission meeting each year.
- HCC members should advance topics of interest to their respective district neighborhood residents, this can include but is not limited to reporting citizen complaints, heading committees to deal with issues and bringing forth issues of neighborhood or personal concern that are respective to districts; and
- HCC members should support final HCC majority or consensus positions or recommendations.

## **WORKING WITH THE PUBLIC**

HCC respects the public, values the community and its interests in the work of HCC. Therefore, HCC encourages public input in analyses, decision-making, and all other aspects of HCC work. HCC will provide the public with information on HCC positions and recommendations and any other necessary information.

- HCC members are expected to be fully informed of community issues and should actively solicit public opinion by hosting or attending neighborhood meetings, returning phone calls, visiting homes, etc. to achieve this goal;
- HCC members are also expected to become knowledgeable of city government processes and staff.
- HCC members are expected to provide access to the public by providing home phone numbers, street addresses, e-mail; and
- HCC members are expected to act professionally and to represent themselves and the membership appropriately at meetings and other public forums.

### **ALL HCC MEMBERS ARE EXPECTED TO:**

- Fully support the HCC Purpose Statement and work within these Guiding Principles;
- Be service-oriented and friendly, providing information and assistance to the public and continually seeking better ways to improve long-term customer relations;
- Utilize and contribute to team efforts and keep members and constituents informed of progress and events;
- Make timely recommendations and maintain objectivity in making recommendations;
- Act with honesty and integrity, strive for quality, be productive and innovative, and be responsible for your actions; and
- Have fiscal needs pre-approved by the finance committee and consistently apply applicable statutes and regulations.

### **REACHING POTENTIAL WITH OUR MEMBERSHIP**

HCC members are our most important asset. HCC will empower members to exercise professional judgment in carrying out their duties. HCC will provide members with a safe work environment and the training and tools necessary to achieve HCC's Purpose Statement. HCC encourages the use of various members' expertise to find solutions to challenges facing the city.