

The City Charter and the By-Laws of the Helena Citizen's Council specifically state that one of the charges to the HCC is to make recommendations regarding the future development of the city. In order to fulfill that responsibility, the HCC adopts the following procedures and guidelines for the issuance of recommendation to the City Commission. Issues that come before the HCC that do not need a recommendation to the City Commission will be addressed as normal agenda items and may become a part of the work plan.

For those issues where the desired outcome is a recommendation to the City Commission the following procedures will be followed:

A. Issues are may come to the HCC in the following ways:

1. Generated by HCC members as a result of a planning discussion held in January or February and proposed for the HCC work plan.
2. Proposed work plan submitted to public for comment/additions at March district meetings.
3. Work plan finalized at March regular HCC meeting – subject to additions from (4).
4. New issues proposed for the HCC work plan are placed on HCC agenda as they arise – brought to HCC from members, citizens, city commission, city staff or organizations.

B. New issues proposed for inclusion in HCC's work plan may be:

1. Approved with recommendation at initial meeting and forwarded to city commission. Issue is included in work plan with the same date for issue approval and recommendation approval; (*compelling issue and concise recommendation*)
2. Approved for inclusion in the work plan at that time and put on a future meeting's agenda for further discussion/vote on recommendation; (*issue clear but recommendation not sufficiently clear or not ready for recommendation yet*)
3. Tentatively accepted for the work plan pending further development of the issue by the proponent and any ad hoc committee and put on a future meeting's agenda for further discussion/vote on recommendation; or (*issue appears to be one that HCC might adopt but may not be defined in a way that clearly makes it related to HCC's mission*)
4. Rejected. (*Not an HCC issue*)

Approved January, 28 2009