**City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Youth Council Bylaws**

**ARTICLE I: MEMBERSHIP**

**Section 1: Representation**

The Youth Council shall seek in its membership a diverse representation reflecting the community of \_\_\_\_\_\_\_\_\_\_.

**Section 2: Membership Qualification**

All members must live within city limits and be between the grades of 9-12.

**Section 3: Term Limits**

Terms shall be for two years, or until the student transfers or graduates from high school. Members may re-apply provided they remain within the grade limits of the membership qualifications.

**Section 4: Application Process**

Members of the Youth Council shall be chosen through an application process. Interested parties shall complete a simple application form. The City Council shall review the application and appoint members of the Youth Council.

**Section 5: Appointment of Members**

Each member of the City Council shall appoint two members to the \_\_\_\_\_\_ Youth Council.

**Section 6: Conduct**

Each member of the Youth Council must conduct themselves in a positive, friendly and law-abiding manner at all times. Unruly and abusive behavior will not be tolerated and is grounds for dismissal from the Youth Council.

**ARTICLE II: OFFICERS**

**Section 1: Officers**

The City Clerk shall serve as temporary Chair for purposes of presiding over the election of the Youth Council Chairperson. The Youth Council shall elect from its members a Chairperson, Vice-Chairperson, Secretary and Treasurer. The candidate receiving a majority vote of the Youth Council members shall be elected.

**Section 2: Officer Duties**

The duties of the officers shall be as follows:

* **Chairperson:** The Chairperson shall preside at the meetings of the Youth Council and shall be charged with the administration of the affairs of the Youth Council with assistance from the Office of the City Clerk. The Chairperson shall perform such other duties as provided by these bylaws or by rule of the Youth Council.
* **Vice-Chairperson:** The duties of the Vice-Chairperson shall be to perform the duties and exercise the power of the Chair during the absence of the Chair.
* **Secretary:** The Secretary shall determine a quorum for the meeting and report back to the City Clerk. The Secretary shall conduct the roll call at the start of the meeting. The Secretary shall preside at the meetings of the Youth Council and perform the duties and exercise the power of the Chair during the absence of both the Chair and the Vice-Chair.
* **Treasurer:** The Treasurer shall report on the finances of the Youth Council and on fundraising activities.

**Section 3: Election of Officers**

The officers of the Youth Council shall be elected annually. The officers of the Youth Council shall be elected by a majority vote of the voting members present.

**Section 4: Term of Officers**

The term of all officers provided for in Article II hereof shall be for one year; however all officers shall continue to hold office until their successors are elected. Officers of the Youth Council shall be elected at the first Youth Council meeting held in \_\_\_\_\_\_\_\_\_ of each calendar year.

**Section 5: Vacancies of Officers**

Should a vacancy occur in an office of the Youth Council by resignation, removal or by some other reason, the office shall be filled by an election for the vacant office at the next regular meeting of the Youth Council.

**ARTICLE III: MEETINGS**

**Section 1: Regular Meetings**

Regular meetings of the Youth Council shall be held once a month. The principal meeting place of the Youth Council shall be at City Hall. Robert’s Rules of Order shall govern the proceedings of the Youth Council in all cases to which they are applicable, and in which they are not inconsistent with these bylaws. Matters for consideration by the Youth Council shall be presented only at Youth Council meetings. Before convening a meeting of the Youth Council, the Chairperson of the Youth Council shall inform the Office of the City Clerk of the subject matter of the meeting.

The Office of the City Clerk shall give public notice of the meeting in accordance with the requirements of the Arkansas Freedom of Information Act. This notice shall include posting on the City’s official website.

**Section 2: Special Meetings**

Special meetings may be called upon the request of the Chairperson. Request for special meetings shall be sent via electronic mail, or by telephone, to the office of the City Clerk at least 48 hours before the time of the meeting. This request shall include the reason or reasons for requesting the special meeting. The Office of the City Clerk shall notify every member of the Youth Council via electronic mail or by telephone. No subjects other than those stated in the notice shall be considered at the special meeting.

**Section 3: Open Meetings**

All meetings of the Youth Council shall be open to the public and be subject to all requirements of the Arkansas Freedom of Information Act.

**Section 4: Quorum**

The presence of a majority of the entire membership of the Youth Council shall constitute a quorum for a meeting of the Youth Council. A quorum is necessary to transact official business at any meeting.

**Section 5: Voting**

The affirmative vote of a majority of the members present shall be necessary to adopt a recommendation to be forwarded to the Youth Council for review and/or possible action.

**Section 6: Order of Business**

The Chairperson of the Youth Council shall, when present, call the members of the Youth Council to order. Before proceeding to business, the roll of the members shall be called, and the names of those present (and absent) entered in the minutes. If a quorum is present, the order of the business shall be:

a. Pledge of Allegiance

b. Approval of the minutes of the previous meeting

c. Unfinished business

d. Matters for consideration

e. Announcements

f. Adjournment

**Section 7: Recordings of Meetings**

The proceedings of the Youth Council shall be recorded by the Secretary. Records shall be preserved in accordance with the record retention schedule established by the Office of the City Clerk.

**Section 8: Conduct of Members**

No member of the Youth Council shall interfere with the orderly progress of the meeting by leaving his or her seat or engaging in unnecessary conversation. Any member exercising any unprofessional conduct shall be reported to the City Council.

**Section 9: Attendance**

Attendance at regular Youth Council meetings is expected from all members. If a member cannot attend due to sickness or for a duly authorized reason, the member shall notify the Office of the City Clerk who shall notify the Chair of the Youth Council. Any member who fails to appear and answer to their name when the roll is called at any regular meeting or special meeting shall be recorded as absent (excused or unexcused). Any member of the Youth Council who misses three consecutive meetings (excused or unexcused) shall be reported to the City Council.

**ARTICLE IV: REPORTS**

**Section 1: Annual Report to the City Council**

The Chairperson or his or her designee shall make a report to the City Council of the activities and business of the Youth Council at least once each calendar year.

**ARTICLE V: ROLE OF THE CITY COUNCIL**

**Section 1: Role of the City Council**

The City Council shall receive recommendations for the Youth Council. The City Council shall provide support staff to the Youth Council to assist them in carrying out their duties. The City Council shall communicate upcoming issues to the Youth Council so they may respond and participate accordingly.

**ARTICLE VI: BYLAWS AND AMENDMENTS**

**Section 1: Bylaws and Amendments**

The bylaws of the Youth Council shall be reviewed once each year. The bylaws may be amended at a regular stated meeting provided two-thirds of the members of the Youth Council approve the amendment in a roll call vote; providing further that the amendment is part of the agenda for the meeting and the membership has been notified in writing. Bylaws and amendments must be approved by the City Council in order to take effect.

Adopted on this \_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 202\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson Secretary