



## **District 5 Youth Advisory Council Bylaws**

### **CHAPTER 1. GENERAL PROVISIONS**

#### **Section 1. Applicability**

1. These bylaws contain rules and procedures for District 5 Youth Advisory Council:

#### **Section 2. Amending (changing) the Bylaws.**

Bylaws can be changed through the following process:

1. Each member of the Youth Advisory Council receives notice of the proposed changes at least 30 days before a meeting vote on the changes.
2. Changing the Bylaws requires a majority vote.
3. Changes to the Bylaws do not affect matters that are already being considered by the Youth Advisory Council.

#### **Section 3. Special Meetings.**

1. The Chair/Vice Chairs may call special meetings.
2. The agenda for the special meeting will state the time, place and business to take place at the meeting.
3. No other business will be considered at a special meeting.
4. District 5 staff will notify all members of the Youth Advisory Council and the public of the special meeting.

#### **Section 4. Teleconferencing Video Conferencing.**

1. Teleconferencing and video conferencing are allowed.

### **CHAPTER 2. DISCUSSION, ACTION, AND VOTING**

#### **Section 1. Youth Advisory Council Discussion.**

1. When a Commissioner wants to speak, the Commissioner addresses the Chair/Vice Chair.

2. If two or more Commissioners address the Chair/Vice Chair at the same time, the Chair/Vice Chair will announce the order of speakers by name, letting them know who will speak first and who will speak second.
3. Commissioners will speak in the order announced by the Chair/Vice Chair.
4. Commissioners will make their comments to the Chair/Vice Chair, not to other commissioners.

### **Section 2. Voting.**

1. Each Commissioner has one vote.
2. Commissioners must be present in person or participate in the meeting by teleconference to vote.
3. Commissioners cannot vote on behalf of absent Commissioners.
4. Alternates may vote on behalf of an absent Commissioner, at the selection of the Chair.
5. All votes will be recorded and reported in the minutes.

## **CHAPTER 3. OFFICERS AND STAFF**

### **Section 1. Officers.**

1. The Youth Advisory Council will be led by a Chair and Vice Chair that will be elected by majority vote.

### **Section 2. Election and Terms of Officers.**

1. Elected Chair and Vice Chair serve for one calendar year after their election.
2. The term begins following adjournment (the end) of the meeting in which the election took place.
3. If it is found necessary, officers may be removed from their positions prior to the end of their term by a vote of two-thirds of majority present.

### **Section 3. Vacancies.**

1. If there is a vacancy in the office of the Chair, Vice Chair, the Youth Advisory Council will immediately elect another Commissioner to serve in that position for the rest of the one-year term.
2. The election to fill a vacancy requires a majority vote.

### **Section 4. Chair Pro Tempore.**

1. If all officers are absent from a meeting, a temporary chair (Chair Pro Tempore) will be selected by a majority vote.
2. The Chair Pro Tempore will lead that meeting.

### **Section 5. Duties of Chair/Vice Chair.**

The Chair/Co-Chairs shall:

1. Lead all regular Youth Advisory Council meetings in accordance with these Bylaws.
2. Notify the District 5 staff and officers of any expected or actual meeting absences.

3. Work with District 5 Staff to schedule meetings
4. Work with the District 5 staff to set meeting agendas that are relevant to the Commission's areas of focus.
5. Work to create an orderly, respectful, and safe space for discussion, learning, and growth.
6. Encourage the active participation of all Commissioners.
7. Speak for the Youth Advisory Council, fairly represent its positions, and refrain from
  1. stating personal positions that are different from positions of the Youth Advisory Council as a whole.
8. Assign Commissioners to Youth Advisory Council committees and appoint committee chairs in a fair and equitable manner.
  - a) The term of committee appointments is one year.
9. Represent the Youth Advisory Council, or designate another Commissioner or the District 5 staff, to represent the in its external activities, such as work groups and other County commissions, in way that is consistent with the Youth Advisory Council's positions and guidelines.
10. Be familiar with and follow Youth Advisory Council Bylaws and procedures.
11. Work to promote collaboration with County Departments, other County commissions, boards, and committees on issues that are of interest to the Youth Advisory Council.
12. Update the officers and District 5 staff on relevant matters.
13. Meet with Commissioners, in collaboration with the District 5 staff, if there are problems regarding the Commissioner's conduct, attendance, or compliance with these Bylaws.

#### **Section 6. Staff**

1. The Commission will be staffed by District 5
2. District 5 Staff will provide administrative support to the Youth Advisory Council.

### **CHAPTER 4. DUTIES OF COMMISSIONERS / ALTERNATES**

#### **Section 1. Commissioners**

Commissioners shall:

1. Attend and actively participate in all regular Youth Advisory Council meetings.
2. Notify the officers and District 5 staff in advance of any absence from meetings.
3. Bring matters/issues of interest to the Youth Advisory Council to the attention of officers and District 5 staff.
4. Get prior approval from the Chair/Vice Chair before speaking on behalf of or representing the Youth Advisory Council.
5. When authorized to speak for the Youth Advisory Council, fairly represent its positions, and refrain from stating personal positions that are different from positions of the Youth Advisory Council as a whole.
6. Get approval from the Chair/Vice Chair before accepting an invitation to represent the Youth Advisory Council at any meetings or activities.

- a) Prepare to represent the Youth Advisory Council by reviewing Youth Advisory Council positions on issues that might come up.
7. Get approval from District 5 staff before using Youth Advisory Council letterhead.
8. Follow the Youth Advisory Council 's Code of Conduct.
9. Be willing to learn and be passionate about improving the fifth district.

### **Section 2. Alternates**

Alternates shall:

1. Will be selected and recommended to the Supervisor by the Operations Committee.
2. Attend and participate at Youth Advisory Council Meetings.
3. In the absence of a Commissioner, be eligible to vote at a select meeting(s) if selected by the Chair.

## **CHAPTER 5. COMMITTEES**

### **Section 1. Committees**

1. The Youth Advisory Council may establish committees to carry out its work with approval of the Chair/Vice Chair.
2. Committees may include people who are not Commissioners, such as advocates, community members, experts, alternates, and representatives of the County departments as designated by their department head.
3. Committees must be led by Commissioners.
4. Standing committees may be created to address ongoing matters/issues.
5. Ad Hoc committees may be created to address short term (less than one year) matters/issues or projects.
6. Committees may not act on behalf of the full Youth Advisory Council.
7. Committees must submit findings or recommendations in writing to the full Youth Advisory Council for consideration of action.

### **Section 2. Operations Committee and Selection of New Commissioners /**

#### **Alternates**

1. The Youth Advisory Council shall have anywhere between 10 to 15 commissioners.
2. The commissioners will be selected by the Supervisor, with recommendations by the Operations Committee.
3. The term of a commissioner will be 1 year, with the opportunity to be extended if that commissioner would like to reapply.
4. The age range for a commissioner will be between 14 and 19 years of age.
5. The Youth Advisory Council shall establish a standing Operations Committee with 5 Commissioners, which will oversee the process of nomination of new Commissioners to recommend to the Supervisor.
6. Commissioners/Alternates will be selected via an application and interview process that is led by the Operations Committee and District 5 staff.
7. Operations Committee will make recommendations to the Supervisor of which applicants will be Commissioners or Alternates.

8. Priority for applicants will given to youth that live, work, or go to school in the Fifth District.
9. All selected Commissioners, regardless of who selected them, must be appointed by the Supervisor.