

TUALATIN YOUTH ADVISORY COUNCIL BYLAWS

YOUTH ADVISORY COUNCIL PURPOSE

- Advise the Tualatin City Council on issues that affect youth in our community
- Provide the primary communication link for youth to government, business, and the entire community on a variety of subjects and opportunities
- Identify and advocate for the needs of youth in our community
- Identify and carry out events and activities for the community which are important to youth

AREAS OF INTEREST PREVIOUSLY IDENTIFIED BY YAC

- Youth and government communicating and working together
- Youth learning about government on a first-hand basis
- Joint meetings with the City Council, School Board, Chamber of Commerce, Service Clubs, and other local non-profit/community organizations
- Joint events between youth, the City and other organizations in the community, schools, other Youth Advisory Councils, and local youth organizations
- Provide and participate in opportunities for community service

OUR GUIDING PRINCIPALS

The YAC Guiding Principals are:

- a) We:
 - i) Are strongly committed to our purpose and goals
 - ii) Represent a variety of youth perspectives
 - iii) Reach the community through our actions and our actions are directly related to what youth believe is important
 - iv) Are a catalyst, bringing together youth and adults to create a better community for everyone
 - v) Are leaders
- b) We believe:
 - i) Youth can make a difference
 - ii) Our work must make an impact in the community
 - iii) Everyone in the community deserves to be heard and respected
 - iv) Youth have a responsibility for making decisions which affect them and their community
- c) We will:
 - i) Actively seek to engage youth in our work
 - ii) Strive to raise community awareness of youth issues
 - iii) Advocate youth participation in the community
 - iv) Represent youth by their strengths rather than their struggles
 - v) Advocate for youth and their concerns

ORGANIZATION OF THE TUALATIN YOUTH ADVISORY COUNCIL (YAC)

In order to provide for authentic participation and leadership opportunity for each member, the YAC membership will be capped at 20. We will strive to ensure broad-based membership and to represent all views. Membership may be extended beyond the 20 member cap based on a consensus vote.

Structure and Responsibilities

The YAC will consist of co-chairs, an executive committee, and various subcommittees.

A. Executive Committee

Executive Committee will consist of 6 (or more, by consensus vote) members and appointments are for one year. The Executive Committee shall serve as the voting body of the YAC, and shall consist of six (or more) members with the following responsibilities:

- 1) YAC Chairs (2 positions, or more, by consensus vote)
 - a. Facilitates regular meetings.
 - b. Meets with YAC advisor on a weekly basis to sets regular meeting agenda and discuss any projects/issues.
 - c. Attends monthly City Council meetings (shared duty)
 - d. Schedules 3-4 YAC Members to present at the monthly City Council meetings
 - e. Guides group through project development and delegates responsibilities.
 - f. Attends annual executive committee retreat
 - g. Meets with various subcommittee chairs on an as-needed basis
- 2) Records Coordinator
 - a. Tracks YAC member attendance
 - b. Tracks attendance at YAC sponsored events and volunteer events
 - c. Takes minutes at each meeting, and distributes minutes to all YAC members prior to the next regularly scheduled meeting
- 3) Finance Coordinator
 - a. Maintains financial records and reports to YAC Executive Committee
 - b. Manages YAC efforts to apply for grants or other funding
 - c. Tracks donations to the YAC
 - d. Presents annual budget report to YAC and budget updates for all special events

- 4) Communications Coordinator
 - a. Organizes members to work on communications projects, such as advertisement or developing the website.
 - b. Keeps all YAC social media outlets current.
- 5) Community Relations Coordinator
 - a. Coordinates with other community groups and advisory committees to keep the YAC informed about and involved in community events
 - b. Stays up to date on issues being discussed in City Council (through the city website)

The Executive Committee shall be responsible for voting on matters pertaining to budget, tracking progress on YAC goals, and serve as the primary point of contact for the YAC. Decisions of the Executive Committee can be appealed by the remaining membership of the YAC. A majority vote of the remaining YAC shall decide the outcome of any decision appeal. The Executive Committee shall meet after every other regularly scheduled YAC meeting for thirty minutes, or as needed.

PROCEDURES OF THE TUALATIN YOUTH ADVISORY COUNCIL (YAC)

YAC meetings will be organized and conducted according to the following procedures. These procedures can be changed by a majority vote at any time.

YAC Meeting Procedures

All YAC meetings will be held *weekly on Thursday evenings at 6pm*. All YAC meetings shall be conducted in a respectful and professional manner.

Election of Members

The term of membership for all YAC positions is one year, unless re-appointment is made to further terms. Positions appointed mid-year will serve the remainder of the respective position term.

1. Executive Committee Membership
 - a. The Executive Committee shall be selected by a majority vote of the entire YAC at a regular meeting during the month of June.
 - b. To be selected to the Executive Committee, the candidate must be a current member of the YAC.
 - c. If six experienced YAC members cannot be selected to fill the Executive Committee, remaining members can be selected from the incoming new membership of the YAC selected in the months of July or August.
 - d. Mid-year vacancies on the Executive Committee shall be filled by application from standing members of the YAC. Applications

shall be reviewed by the Executive Committee, and appointed by vote of the Executive Committee.

- e. Members of the Executive Committee can be reappointed in the following year. Executive Committee positions will be voted on during the first YAC meeting in June. Members will be elected to the YAC by a majority vote.

2. Regular YAC Membership Positions

- a. The regular membership of the YAC shall be reviewed in April and upcoming vacancies determined.
- b. YAC recruitment in schools will begin in May.
- c. New member applications shall be reviewed by all YAC members
- d. The YAC members will vote on potential new members for approval as official members
- e. Any vacancies should be filled as soon as possible through the re-advertisement of openings
- f. Interviews of potential members will be conducted by a panel of 3-5 current members

Returning YAC Members

Reappointment of YAC members (excluding Executive Committee members) shall be by vote of the Executive Committee. Those YAC members who wish to return for a second or further term shall submit a recommitment form to the Executive Committee. Additionally, returning members will complete a recommitment interview to determine goals for the upcoming term.

Attendance Requirements and Dismissals

Members of the YAC shall be required to maintain a regular attendance record to meetings, and represent the YAC in a positive and professional manner.

1. A total of three consecutive unexcused absences (without prior approval by YAC advisor or co-chairs) shall constitute grounds for possible dismissal from the YAC.
2. All excused absences should be limited to an amount that allows a member to maintain at least a 75% annual attendance rate. If excused absences reach a total that prevent a member from keeping an annual attendance rate of 75%, it shall constitute grounds for possible dismissal from the YAC. Attendance includes all regular meetings and special events. Excused absences include any absence in which the records coordinator is notified of in advance.
3. All dismissals shall be by majority vote of the Executive Committee.
4. A Leave of Absence may be granted by the Executive Committee to facilitate absences that will be of significant duration, and prevent a member from meeting regular attendance requirements.

Bylaws

YAC bylaws will be reviewed and/or revised annually.