



CITY OF SWEET HOME YOUTH ADVISORY COUNCIL BYLAWS

Amended May 28, 2019

The purpose of the Sweet Home Youth Advisory Council:

- Advise the Sweet Home 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 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 that have been identified by the YAC Council include:

- Youth and government communicating and working together
- Youth learning about government on a first-hand basis
- Joint meeting with the City Council, the School Board, the Chamber of Commerce, and Service Clubs.
- Joint events between youth, the City and other organizations in the community
- Opportunities for community service

1. **Principles:**

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 is important to youth
- iv. Are a catalyst, bringing together youth and adults to create a better community for everyone
- v. Are leaders

b. We believe:

- i. Everyone in the community deserves to be heard and respected
- ii. Youth have a responsibility for making decisions which affect them and their community
- iii. Youth can make a difference
- iv. Our work must make an impact in the 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

2. Structure:

- a. The Sweet Home Youth Advisory Council shall consist of 7 members, appointed by City Council as follows:
- | | |
|---------------------------|-----------------------------------------------|
| High School Grades 9 – 12 | 2 positions, (1) 1 year term, (1) 2 year term |
| At large Grades 7 – 12 | 5 positions, (3) 1 year term (2) 2 year term |
- b. Application and Appointment Procedures:
Applications will be solicited throughout the year, based upon terms available.
- c. All prospective YAC members are required to attend a mandatory pre-appointment orientation with a parent or legal guardian to be considered further for appointment.
- d. Prospective YAC Members will be interviewed by City Council members.
- e. City Council members will recommend appointments to the vacant terms accordingly.
- f. Each May, the YAC shall select the following officers with stated duties as follows:
- i. Chair
 - 1. Preside over and conduct regular meetings
 - 2. Attend monthly and report to the City Council on matters of interest of the YAC
 - ii. Vice Chair
 - 1. In the absence of the Chair, preside over and conduct regular and special meetings
 - 2. In the absence of the Chair, attend monthly and report to the City Council on matters of interest to the YAC
 - iii. Secretary
 - 1. Assist in preparation and maintenance of YAC meeting records
 - 2. Maintain attendance records of YAC members
 - 3. Historian Responsible for the documentation of activities of the YAC.
 - iv. Treasurer
 - 4. Maintain financial records and report financial status to the YAC
 - 5. Assist with development of the YAC budget and present same to City Budget Committee

- g. The YAC year shall coincide with elections beginning in May and run until April 30th.
 - i. Regular meetings shall occur at least monthly at a time and place to be determined by vote of the YAC.
 - ii. Special meetings may be called at any time by at least two members of the Youth Advisory Council. Special Meetings must consist of a quorum and advisor to conduct business.
 - iii. Meetings will be held in City of Sweet Home City Hall or other locations as determined by the YAC.

3. Election of Officers and Members:

- a. The YAC shall elect the officers from the current YAC members at the first regular meeting in May for the coming year
- b. Applications for YAC membership shall be made available online at www.sweethomeor.gov, City Hall and the High School Office.
 - i. If a vacancy occurs midterm, the City Council shall appoint a member to fill the vacancy

4. Attendance Requirements:

- a. Three absences without notice to the YAC Chair, or to the assigned City Council representative in case of absences by the YAC Chair, will subject the member to removal from the YAC by the City Council.
- b. The Chair, Vice Chair, other appointed YAC member or the assigned City Council representative will attend the second meeting of the City Council each month to report on activities of the YAC to the City Council.
- c. YAC members may be assigned to attend various city meetings and report back on same.
- d. YAC members shall make a good faith effort to attend any/all special events or activities as sponsored or endorsed by the YAC.

5. Rules of Procedure:

- a. Regular Meetings shall use basic Parliamentary procedure
 - i. Members shall respect and encourage various points of view and all members of the YAC will have an equal voice and vote
 - ii. Members shall seek consensus on issues whenever practicable
- b. A quorum of over 50% of the filled positions shall be present in order for the YAC Council to take formal action or make recommendations to the City Council.

- c. YAC meetings are open to the Public and youth of the community are especially encouraged to attend and participate.

6. Administrative Support

City Council:

The Mayor and/or an appointed City Council member shall attend all regular YAC meetings

City Administration:

The City Manager and/or his/her designee shall provide administrative support to the YAC

Financial Support:

The City shall consider funding for YAC activities and programs as part of the City's annual budgeting process.

YAC Bylaws – Amended May 28, 2019