

**CITY YOUTH COUNCIL
BYLAWS**

ARTICLE I. NAME

SECTION 1. NAME

This organization shall be called the City Youth Council (hereafter C.Y.C.) of Douglas, Arizona.

ARTICLE II. PURPOSE OF THE CITY YOUTH COUNCIL

SECTION 1. VISION STATEMENT

This organization's vision is “(to be determined and promulgated by C.Y.C.)”

SECTION 2. MISSION STATEMENT

This organization's mission is “(to be determined and promulgated by C.Y.C.)”

SECTION 3. DUTIES AND RESPONSIBILITIES

The specific duties and responsibilities of the C.Y.C shall include, but are not limited to:

- A.** Evaluate and review problems facing the youth of Douglas.
- B.** Collect information from youth to discuss ideas, needs, and improvements for Douglas.
- C.** Meet with the Mayor or designee and City Manager as needed to share ideas, needs, and improvements relating to youth in Douglas.
- D.** Meet monthly during the school calendar year as the C.Y.C. approximately three (3) weeks prior to the regular meeting of the Mayor and Council for its regular business and to approve items to be presented to Mayor and Council.
- E.** Present a “City Youth Council Report” during the school calendar year at every regular meeting of Mayor and Council as an agenda item immediately following the Call to the Public.
- F.** Participate in vision and goal setting planning relating to youth in Douglas.
- G.** Assist in planning youth and recreation activities in coordination with the City of Douglas Recreation Department, Public Library, and Youth Activities Fund.
- H.** Advise the Mayor and Council and/or City Manager on issues forwarded to the C.Y.C. for evaluation and advice.

ARTICLE III. MEMBERSHIP

SECTION 1. MEMBERSHIP

A. ELIGIBILITY: The C.Y.C. shall seek in its membership a diverse representation reflecting the youth of Douglas, Arizona. Members shall be actively enrolled in public, private, charter, virtual, and home schools in grades eight through twelve nominated by letter to the City Manager at 425 10th Street, Douglas, AZ 85607 no later than

the close of business on the 31st day of March every year. The nominees need not be presently officers or otherwise involved in student councils, clubs, or other youth groups, but shall be elected by their respective student populations (or in the case of home/virtual schools nominated by their parents).

B. REPRESENTATION: The C.Y.C shall consist of the following:

- ONE eighth grade student from Paul H. Huber Middle School
- ONE eighth grade student from Ray Borane Middle School
- ONE eighth grade student from Liberty Traditional Charter School of Douglas
- ONE eighth grade student from Loretto Catholic School of Douglas
- ONE eighth grade student from Center for Academic Success of Douglas
- ONE eighth grade student from Omega Alpha Academy School of Douglas
- TWO ninth OR tenth grade students from Douglas High School
- TWO eleventh OR twelfth grade students from Douglas High School
- ONE ninth OR tenth grade student from Center for Academic Success of Douglas
- ONE eleventh OR twelfth grade student from Center for Academic Success of Douglas
- ONE ninth OR tenth grade student from Omega Alpha Academy School of Douglas
- ONE eleventh OR twelfth grade student from Omega Alpha Academy School of Douglas
- ONE ninth OR tenth grade student from PPEP TEC High School of Douglas
- ONE eleventh OR twelfth grade student from PPEP TEC High School of Douglas
- TWO eighth through twelfth grade home/virtual school students residing within Douglas

C. LIMITATIONS: The C.Y.C shall have no more than 18 student members at one time.

D. VACANCIES: If, at any time, a student member wishes to vacate his or her seat, he or she may do so at any C.Y.C. regular meeting. The student member wishing to resign must submit a letter of resignation in writing to the C.Y.C. President. Nominating schools, or parents in the case of home/virtual schools, must submit a replacement in writing to the City Manager, otherwise the seat will remain vacant.

SECTION 2. ADVISORS

The C.Y.C. shall include THREE adult advisors nominated by the Mayor and approved by Mayor and Council in regular or special meeting. Nominees shall provide a fingerprint card per Douglas Municipal Code Chapter 2.76 and should be submitted to the City Manager. Adult advisors will only serve as advisors in C.Y.C. elections and not as voting members. Advisors shall serve with utmost integrity as trusted sources of information, mature voices of reason, and responsible adult chaperones during all C.Y.C. meetings, activities, and excursions.

SECTION 3. TERM LIMITS

C.Y.C. student members shall be limited to TWO ten-month terms except that the initial appointments shall serve from April 2017 through May 2017, thereafter terms shall follow the school calendar year from August through May with the flexibility to modify administratively if the calendar year changes.

SECTION 4. ATTENDANCE

After THREE unexcused absences from any C.Y.C. regular meeting, the absentee will be reevaluated by the C.Y.C. (at which time the absentee may choose to give a brief report to account for their absences), after which the C.Y.C. will vote on whether the absentee's seat will be vacated. The process will be repeated for every unexcused absence thereafter. 48-hour prior notice to the City Youth President, City Youth Vice President, and/or a C.Y.C. Advisor shall be made by phone or electronic communication if any student member will be absent from a C.Y.C. regular meeting.

ARTICLE IV. OFFICERS

SECTION 1. OFFICERS

Election of Officers shall take place at the organizational meeting and then as necessary at regular meetings. The officers of the C.Y.C. shall be the City Youth President, City Youth Vice-President, City Youth Secretary, and City Youth Treasurer. Officers shall serve ten-month terms (school calendar year) and may not serve more than one ten-month term, either successive or combined, in any one office. Officers as well as members may be removed by a two thirds vote of the CYC member quorum.

SECTION 2. OFFICER DUTIES

A. THE CITY YOUTH PRESIDENT:

- shall administer the C.Y.C with assistance from the adult advisors.
- shall preside over all meetings of the C.Y.C.
- shall prepare the "City Youth Council Report."
- shall appoint committees when necessary to research issues.
- shall keep the public aware of C.Y.C. activities and contributions.
- shall be the official representative of the C.Y.C. at social events

B. THE CITY YOUTH VICE-PRESIDENT:

- shall assume the duties of the City Youth President during his or her absence.
- shall assist the City Youth President in performing his or her duties.

C. THE CITY YOUTH SECRETARY:

- shall record and maintain the minutes of all C.Y.C. meetings and file with the City Clerk copies of such minutes for distribution to Mayor and Council.
- shall be responsible for publishing meeting dates, time, and location and so on.
- shall maintain the record of C.Y.C meeting attendances.
- shall prepare and receive correspondence for the C.Y.C. and maintain proper files.
- shall perform such other duties as ordinarily pertains to the office.

D. THE CITY YOUTH TREASURER:

- shall keep record of receipts, expenses and other financial matters.
- shall present a clear statement of C.Y.C. financial status at each regular meeting. A majority vote of the C.Y.C. is required for approval of all expenses and payments.
- shall work with an adult advisor to obtain an annual audit of C.Y.C. finances.
- shall coordinate fundraisers for the C.Y.C.
- shall deposit funds at a designated account with the City of Douglas

SECTION 3. ELECTION OF OFFICERS

C.Y.C. officers shall be elected from among C.Y.C. members. Officer elections shall be held semi-annually. The officers of the C.Y.C. shall be elected by a majority vote of the voting members present. Prior to the election process, candidates will be permitted to deliver a two-minute oral description of how his or her election will enhance the work of the C.Y.C.

ARTICLE V. MEETINGS

A. The C.Y.C. shall meet monthly at a time set by the C.Y.C. at City Hall - Council Chamber, 425 Tenth Street, Douglas, AZ 85607 approximately three (3) weeks prior to the regular meeting of Mayor and Council.

B. Agendas of C.Y.C. regular meetings shall include reading roll call, minutes of previous meetings, officers' reports, action items, establishing activities, coordinating fundraisers, and scheduling upcoming meetings. All meetings shall be public and governed by the Open Meeting Law of the State of Arizona.

C. City Youth Council Report: every regular meeting of the C.Y.C. shall produce as a major deliverable a report to be presented to Mayor and Council at their next regular meeting as the agenda item immediately following Call to the Public. This report shall be called the "City Youth Council Report." The City Youth President shall be responsible for facilitating development of this report during C.Y.C. regular meetings.

D. City Youth Council Report Presenter: every regular meeting of the C.Y.C. shall determine as a major deliverable who from its membership shall present the "City Youth Council Report" at the next regular meeting of the Mayor and Council. Presenters may be nominated by any C.Y.C. member. The presenter shall be selected from among nominees by majority vote of the voting members present with the runner-up serving as the alternate. Members may be selected to be the presenter more than once during their one-year term. All members, including officers, are eligible to present.

E. The City Youth President may call special meetings of the C.Y.C. with at least 48 hours advance notice to the City Clerk and City Manager. The announcement shall state the subject matter to be considered at the meeting and only those subjects may be discussed at the meeting.

F. A committee composed of the officers and advisors may conduct evaluations of current C.Y.C. membership during any regular meeting. This is a time at which officers and advisors may review the members' presence and activeness on the C.Y.C. This committee will forward any significant issues via the City Youth President to the City Manager.

ARTICLE VI. RULES AND RESOLUTIONS

A. RULES. All meetings shall be conducted, as closely as possible, in accordance with Robert's Rule of Order. The presence of a fifty one percent (51%) of the C.Y.C. members shall constitute a quorum. A quorum is necessary to transact official business at any meetings.

B. RESOLUTIONS. All recommendations of the C.Y.C. to Mayor and Council shall be in the form of a resolution duly adopted by a two-thirds majority of the voting members present at a properly called meeting in a roll call vote. From time to time, the C.Y.C. may convey reports, data, findings, results, and studies and so on to Mayor and Council without recommendations.

ARTICLE VII. ROLE OF MAYOR AND COUNCIL AND CITY MANAGER

The City of Douglas Mayor, Council, and Manager:

- shall communicate relevant issues to the C.Y.C., so they may respond accordingly.
- shall assist in educating C.Y.C. on how city government works.
- shall provide financial and staff support as feasible to assist the C.Y.C.

ARTICLE VIII. BY-LAWS AND AMENDMENTS

A. PROCESS: These By-laws may be amended at any regular meeting provided two-thirds of the members of the C.Y.C. approve the amendments in a roll call vote, providing further that the amendment is part of the agenda for the meeting and the membership has been notified.

B. RATIFICATION: By-laws and amendments must be ratified by Mayor and Council of the City of Douglas in order to take effect.