

**CITY OF DUBLIN
YOUTH ADVISORY COMMITTEE
BYLAWS AND RULES OF PROCEDURE**

**ARTICLE I
GENERAL PROVISIONS**

Section 1. These Rules of Procedure shall be known as the Bylaws and Rules of Procedure of the Youth Advisory Committee of the City of Dublin. A copy of these Rules and amendments thereto, shall be filed in the offices of the City Clerk for examination by the public.

Section 2. These Rules and any amendments hereto shall be effective on the date of the adoption hereof, and shall govern the meetings and activities of the Advisory Committee.

**ARTICLE II
COMMITTEE COMPOSITION AND METHOD OF APPOINTMENT**

Section 1. The Youth Advisory Committee shall be composed of a minimum of nine and a maximum of 13 youth members (“members” or “Committee Members”) and three youth alternates (“alternates” or Alternate Committee Members”). At least three of the Committee Members must be from middle school and six from high school.

Section 2. Committee Members may resign at any time by giving written notice to the Mayor, City Clerk, and Parks and Community Services Director or his/her designee.

Section 3. The youth student representative serving on the Parks and Community Services Commission shall serve as a non-voting member to the Advisory Committee.

**ARTICLE III
TERM OF OFFICE AND REMOVAL**

Section 1. Youth Advisory Committee Members shall serve a one-year term, commencing June 1 and terminating on the following May 31 (or until their successors are appointed). During the months of July and August, meetings will be held as necessary. At the end of a Committee Member's term, the Committee Member may be reappointed to the Advisory Committee in the same manner as the initial appointment. There shall be no limit to the number of terms a Committee Member may serve, as long as they remain enrolled in middle or high school.

Section 2. Any member of the Advisory Committee may be removed from office with the approval of a majority of the City Council. Removal and appointment of Committee Members shall be made only at a regularly scheduled meeting of the City Council.

Section 3. Committee Members should endeavor to attend all regular and special meetings of the Advisory Committee. The Secretary to the Advisory Committee shall provide the Mayor with quarterly reports of Committee Members and Alternate Committee Members attendance. After the third absence from a regularly scheduled Committee meeting within any twelve (12) month period, said Committee Member's office shall be automatically declared vacant. Additionally, if a Committee Member is late by more than 20 minutes to two meetings

without permission from said Advisory Committee, this shall constitute one absence.

Section 4. If a Committee Member ceases to reside in the City of Dublin or ceases to be enrolled in middle or high school, said Committee Member's office shall be automatically declared vacant.

ARTICLE IV **VACANCIES**

Section 1. Vacancies on the Youth Advisory Committee occurring other than by expiration of term shall be filled for the unexpired portion of the term by the alternates without submitting a new application unless alternate notifies the Clerk that he or she does not want to be considered for appointment to the vacancy. In the event that there are more than three vacancies on the Advisory Committee, vacancies shall be filled in the same manner as the original appointment.

ARTICLE V **OFFICERS**

Section 1. Election and Term of Office. The Chairperson and Vice Chairperson are elected by the majority of the Youth Advisory Committee for a one-year term and hold office until their successors are elected, or until their terms as members of the Advisory Committee expire. The officers are elected each year at the June meeting of the Advisory Committee. Elections, whether regular or to fill vacancies shall be held only if a simple majority of the Advisory Committee Members are present. The Advisory Committee shall, unless no Committee Members meet the criteria, elect Committee Members to the positions that have not previously served in the position and that have not declined the appointment, with the intent that no one should serve in the position for more than two consecutive years.

The secretary to the Advisory Committee will be the City Manager or his/her designee.

Section 2. Vacancies. In case of any vacancy in the office of Chairperson or Vice Chairperson, the vacancy shall be filled by an election held at the first regular meeting after the occurrence of such vacancy. The person so elected shall serve the balance of the term.

Section 3. Duties of Officers. The Chairperson performs the following duties:

- (a) Presides at all meetings of the Advisory Committee.
- (b) Appoints sub-committees and chairpersons of sub-committees as necessary.
- (c) Signs correspondence on behalf of the Advisory Committee.
- (d) Performs other duties necessary or customary to the office.
- (e) Serves the City Council and the residents of the City of Dublin with professionalism and respect.
- (f) Represents the Advisory Committee before the City Council.

In the event of the absence of the Chairperson or his/her inability to act, the Vice Chairperson presides in place of the Chairperson. In the event of the absence of or the inability to act of both the Chairperson and the Vice Chairperson, the remaining members shall elect one of their members to act as temporary Chairperson.

ARTICLE VI **SUB-COMMITTEES**

Section 1. The Advisory Committee or the Chairperson, upon direction of the Advisory Committee, may appoint several of its members, but fewer than a quorum, to serve as a sub-committee. The Advisory Committee may appoint non-members to a sub-committee in an effort to obtain additional public involvement as needed. Sub-committees make recommendations directly to the Advisory Committee.

Section 2. A sub-committee may not represent the Advisory Committee before the City Council or other bodies unless it has first received the authorization of the Advisory Committee to do so.

ARTICLE VII **MEETINGS**

Section 1. The Youth Advisory Committee shall hold regular meetings at least once per month at a designated time and place, which shall be fixed and determined by the Advisory Committee and entered upon its minutes, with the exception of the July and August meetings, to be held as necessary. All meetings of the Advisory Committee shall be open to the public. Special meetings of the Advisory Committee may be called by a majority of the members thereof, or by the Chairperson thereof. Notice of any such special meeting shall be given as required by law.

Section 2. A majority of the voting members of the Advisory Committee shall constitute a quorum for the purpose of transacting business. The secretary shall keep minutes of all regular and special meetings of the Advisory Committee, and these shall be sent to all members and administrative officers in advance of the meeting in which they are to be approved.

Section 3. Committee Members shall attend all regular and special Committee meetings in person. Committee Members will not be permitted to use teleconference as an option to attend any Committee meetings.

ARTICLE VIII **GENERAL RESPONSIBILITIES OF THE COMMITTEE**

Section 1. Provide input on youth services and programming to the Parks and Community Services Commission, City Council and to City Staff, address issues that affect youth in the community, assist with the promotion and implementation of youth activities, generate an annual report on the progress of the Youth Advisory Committee.

Section 2. Committee members are expected to attend all regular meeting and subcommittee meetings as assigned; attend the activities planned and sponsored by the Advisory Committee; and promote youth activities and provide support for successful implementation of youth activities and programs.

Section 3. A majority vote of voting members is required to take action.

Section 4. Alternates shall participate in all Commission matters except that alternates shall vote only in the event of an absence of a member or of a vacancy on the Commission. In such event, the first alternate shall participate as a voting member for the duration of the first occurring absence or vacancy. The second alternate shall participate as a voting member for the duration of the second occurring absence or vacancy or for the duration of the first occurring absence or vacancy if the first alternate is vacant or absent. The third alternate shall participate as a voting member for the duration of the third occurring absence or vacancy or for the duration of the second occurring absence or vacancy if the second alternate is vacant or absent.

ARTICLE IX
DUTIES OF COMMITTEE TO BE ADVISORY ONLY

Section 1. It is intended that the Youth Advisory Committee shall be an advisory body to the Parks and Community Services Commission and City Council. Nothing herein contained shall be construed as a limitation on the power of the City Council or the Administrative Staff of the City or any other agency in their supervision, or authority over property or personnel which are under their respective jurisdictions. Each Committee Member is expected to serve the City and the residents of the City of Dublin with professionalism and respect.

ARTICLE X
STAFF ASSISTANCE

Section 1. The City Manager shall provide the Youth Advisory Committee with such information and Staff assistance as the Advisory Committee may, from time to time request, subject to the limitations imposed by the City Council.

ARTICLE XI
AMENDMENTS

Section 1. These Bylaws and Rules of Procedure may be amended in the same manner as originally adopted.