

Article I. Name

The name of the organization is the City of West Linn Youth Advisory Council, hereinafter referred to as the YAC.

Article II. Mission and Goals

Mission: Engage a representative group of West Linn youth to effectively serve the City through community oriented discussions and projects aimed at providing recognition and understanding for the issues that affect both them and their peers in West Linn.

Goals:

- Understand the City of West Linn's legislative process and its day-to-day operations;
- Build relationships with City elected officials, staff and residents to create civic engagement opportunities for local youth;
- Advise the West Linn City Council on issues that affect local youth;
- Identify and advocate for the needs of local youth through service projects, events and the legislative process.

Article III. Recognition and Authority

Section I. YAC is enacted on a calendar year-to-year basis at the determination of the City Council, but it operates on an academic year calendar.

Section II. These by-laws are implemented as a guiding framework for the YAC, which is intended to be a leadership program. While the YAC is an extension of the City of West Linn all actions by the YAC do not necessarily represent the City Council or City of West Linn staff.

Article IV. Membership

Section I. Composition: The YAC will be comprised of 10-20 students per academic year. The students must either live in West Linn and/or be student at West Linn High School. These members will be selected on rigorous application and interview process.

Section II. Absences: If a member acquires more than two unexcused absences the individual will be asked to meet with the staff liaison to determine their membership. If a member is still on the board after a private meeting then any additional absence after the private meeting (barring any medical reasons or extenuating circumstances like family emergencies) will indicate that the member has chosen to resign. A missed meeting qualifies as excused if a member informs the staff liaison prior to the meeting as to the reason for not attending the YAC meeting. The YAC staff liaison will make the final determination of whether or not any absence is excused or unexcused based on the plausibility of the excuse.

If a member is absent at a meeting, the member loses their opportunity to vote for that meeting. Absentee balloting is prohibited.

Section III. Regular Meetings: The YAC shall hold meetings at least monthly, or more

often as agreed to by a majority of the members. Voting shall be carried out by roll call except in the case of elections when voting shall be done by secret ballot. The Staff Liaison, Council Liaison(s), or another adult delegated to do so will count ballots.

Section IV. *Special Meetings:* Executive members, Council Liaison(s), or the Staff Liaison may call for special meetings outside of regular meetings for any reasonable purpose.

Section V. *Termination of Membership:* YAC members may resign at any time.

Any member of YAC will be deemed to have voluntarily concluded his or her membership automatically upon the occurrence of any of the following: 1. **The member acquires more than two unexcused or five excused absences over the period of one YAC year.**

2. The member is disruptive to the efficiency of the board and/or does not follow through with assignments.
3. The member does not embody professionalism in his or her conduct.

Section VI. *Notice of Meeting:* Printed notice stating the place, time, and date of special or regular meetings shall be sent out no less than **48 hours** before the date of the meeting to each member on record. The notice of the regular or special meetings shall specify the purpose of the meeting.

Section VII. *Quorum:* A majority of the member (the number will vary year-to-year) shall constitute a quorum at a meeting of the members. If less than a quorum is represented at a meeting, the members present hold the right to discuss the business of the meeting at hand, but no voting can occur until a quorum is assembled. The members present at an organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum, but only if a quorum was present at the time the agenda was approved and attendance of the members was taken.

Section VIII. *Communication:* The YAC email distribution list created by the City of West Linn shall be used as the main source of communication and notification. In disseminating information YAC members must not “reply all” to a group email, as such exchanges can constitute a quorum. To ensure all members are aware of YAC internal communications, members must agree to check their emails at least twice weekly and the day before a scheduled meeting.

To ensure effective communication beyond the YAC, information shall be posted on the West Linn website and City social media sites, when appropriate. Communication on specific outreach projects will have individual communication plans.

Section IX. *Participation Standards:*

1. Abide by the YAC bylaws
2. Participate in majority of the scheduled YAC events and preparation sessions held outside of official meetings.
5. When voted onto the Executive Board, YAC members must meet the duties assigned in the bylaws.
6. When assigned jobs by any executive member and/or Council or Staff liaison, YAC members must follow through and complete their assignment by the set deadline.

Article V Executive Board

Section I. General Powers and Duties:

1. *Chair:* YAC members shall elect a Chair for a one year term in a democratic majority process overseen by the Staff and/or Council Liaisons during the first meeting of each YAC academic year. The Chair shall be the convener of all YAC meetings in which he/she is in attendance. In addition, the Chair will be in charge of organizing meetings and delegating necessary supporting work for meetings and events, with the guidance of the YAC staff liaison. The Chair shall also be responsible for the independent preparation of creating agendas for every meeting, with the guidance of the YAC staff liaison.

a. *Attendance policy:* The Chair is only permitted to have three excused absences throughout the YAC academic year. Unexcused absences are not permitted.

2. *Vice-chair:* YAC shall elect a Vice-chair for a one-year term in a democratic majority process overseen by the Staff and/or Council Liaisons during the first meeting of each YAC academic year. The Vice-chair shall be responsible for ensuring YAC projects are assigned to the proper sub-committees. During meetings, the vice-chair also has the responsibility of visual communication during discussion sessions.

3. *Secretary:* YAC shall elect a secretary for a one year term in a democratic majority process overseen by the Staff and/or Council Liaisons during the first meeting of each YAC academic year. The staff liaison will be tasked with taking the official YAC written minutes, however the secretary shall also keep notes.

4. *Treasurer:* YAC shall elect a treasurer for a one year term in a democratic majority process overseen by the Staff and/or Council Liaisons during the first meeting of each YAC academic year. The treasurer shall track the YAC's monetary assets, report on the YAC's finances at each meeting and lead any fundraising efforts.

5. *Communications Director:* YAC shall elect a Communications Director for a one year term in a democratic majority process overseen by the Staff and/or Council Liaisons during the first meeting of each YAC academic year. The Communications Director shall be responsible for developing and executing the YAC's communications plan. In addition, the Communications Director will oversee YAC outreach initiatives to the public or other City bodies.

Article VI. Committees

YAC shall self-elect to serve on a committee or “task force” as needed to organize events and distribute information.

Article VIII Staff Liaison

The chief advisor of YAC will be a City of West Linn staff member and will be appointed by the City Manager.

Article IX. Approval and Amendments

These bylaws shall take effect immediately after YAC adopts them by a majority vote. The **City Council** must approve any amendments to the YAC bylaws before it goes into effect. These bylaws shall be effective as of xxxxx.