

Mayor's Youth Council BYLAWS 2009 - 2010

I. VISION:

That youth of Wichita are secure, educated, and connected to the community.

II. MISSION:

To provide Wichita youth with the opportunity to weigh in on community issues and learn about city government.

III. PURPOSES AND ACTIVITIES:

Activities:

1. Forge partnerships in the community.
2. Engage youth in projects throughout the city.
3. Be a representative body for the youth of our community.
4. Be a positive role-model for younger youth through activities such as educational support and leadership.

IV. MEMBERS

Membership in the Mayor's Youth Council is through application only. Applications are made through the City of Wichita to the Regional Prevention Center of Wichita/Sedgwick County at Mirror, Inc.

Qualifications:

1. Members must be high-school students.
2. Members can attend schools outside of the Wichita Public School system but must live within the geographic boundaries of the City of Wichita.
3. Members must have and maintain a minimum 2.0 GPA. Members in Executive positions must have and maintain a 3.0 GPA. Membership constitutes consent to provide school transcript data.
4. Members may remain on Mayor's Youth Council throughout their high school years, however, all members must reapply and be selected every year.
 - a. A "year" for Mayor's Youth Council is from June of the current year to June of the following year.

Selection Process:

Members are selected yearly from the application pool by a panel of adult sponsors. Members will be selected based on having met qualifications listed above and the general quality of their application with consideration given to diverse representation from all City Council districts.

Revised September 2009

Attendance/participation requirements:

1. General members must attend monthly council meetings.
 - a. Members who have 2 or more unexcused absences or 3 or more excused absences per year will be subject to a Membership Review by the Executive Board and the Chair of the committee on which the person is a member, 1 adult advisor, City staff, and RPC staff.
 - i. An excused absence includes anything related to school/extra-curricular requirements, family commitments or out-of-town trips. Members must contact RPC staff prior to the absence in order for the absence to be excused. For a council meeting, work *is not* considered an excused absence.
 - ii. Determination of the type of absence (excused/unexcused) is at the discretion of RPC staff.
 - b. A member who has 1 additional unexcused absence within the year following a membership review will be automatically dismissed from the Council.
2. General members must attend committee meetings as necessary (at least once per month).
 - a. Members who have 1 or more unexcused absences or 2 or more excused absences will be subject to a Membership Review by the Executive Board and the Chair of the committee on which the person is a member, 1 adult advisor, City staff, and RPC staff. Fellow committee members must be consulted.
 - i. A regular meeting date will be chosen at the time of committee formation. It is the responsibility of each committee member to inform the group of scheduling conflicts at that time.
 - ii. Determination of the type of absence (excused/unexcused) is at the discretion of RPC staff.
 - b. A member who has 1 additional unexcused absence within the year following a membership review will be automatically dismissed from the Council.
3. Members must participate in their own committee projects as scheduled.
 - a. Non-participation in committee projects will be considered an absence. The same criteria for excused/unexcused absences apply here (see 1.a.i).
 - b. Members are expected but not required to participate in activities of other committees.
4. Members must be contributing members to the success of the Council.
 - a. Members are expected to complete tasks as assigned/volunteered.
 - b. Failure to meet this expectation will result in Membership Review by the Executive Board, the Chair of the committee on which the person is a member, 1 adult advisor, City staff, and RPC staff.
5. Final determination of consequences, up to and including removal, is determined by 1 adult advisor, City staff, and RPC staff.

Removal of Members

In the event of inappropriate member behavior (as determined by City staff and RPC staff), members are subject to removal. Inappropriate behavior can include but is not limited to:

- 1 Arrest for any offense
- 2 Posting of photographs showing illegal activity
- 3 Suspension/expulsion from school

Revised September 2009

- 4 Failing to meet academic requirements
- 5 Threatening, harassing, bullying or physical violence toward other members

If inappropriate behavior is reported to the City staff and/or RPC staff, confirmation must be obtained by the City staff and/or RPC staff before proceeding with consequences. Once inappropriate behavior has been confirmed, members will be immediately expelled.

Membership Reviews

No membership review will be conducted prior to the approval to do so given by City staff and RPC staff. The only exception is in the case of a member request for Membership Review.

A Membership Review will consist of the Executive Board, the Committee Chairman of respective committee (if applicable), 1 adult advisor, City staff, and RPC staff. In order for a Membership Review to take place there must be a minimum of three (3) Executive Board Members present. The City and RPC staff are not included in the minimum count of three (3), however staff must be present. Membership Reviews are to be held during Executive Board meetings; special meetings may be called if necessary. While awaiting review the member in review should still be present at Mayor's Youth Council functions and meetings, however does not have the privilege of voting.

Procedures

The member in review has the right to be informed of why they are being held in review, which must be in line with these Bylaws. After the member in review is informed of membership violation in question they must be given the opportunity to rebut the membership violation. Questions are able to be asked and answered during this time as well. After such time the member in review will step out of the room, the Executive Members present, 1 adult advisor, City staff, and RPC staff will then discuss the findings, and then vote.

Voting in Membership Review

Everyone present has a maximum of one vote, including City and RPC staff. The vote can either be done by show of hands or by secret ballot. For a member to be removed a majority vote must be obtained. In the event of a tie, the member in review will remain on Council, whereas their privileges and rights as a member of Mayor's Youth Council will be restored in full.

- a. Membership Reviews are the only allowed time for City and RPC staff to be formal voting members.
- b. Members must be present to vote.

Voting:

1. All members are considered to be eligible for all votes. Each member has one vote.
2. In the event of a potential conflict of interest, the affected member will be asked to abstain from voting. Any member may challenge another's choice to abstain or not which shall be decided by City staff, and/or RPC staff
3. Members must be present to vote.

Revised September 2009

V. MEETINGS

Council meetings:

1. Council meetings will be held at least on a monthly basis.
2. Council meetings are open to the public.

Notification of meetings:

1. Members are supplied with a yearly calendar including all regular council meeting dates.
2. E-mails/other communication reminders are sent out at least 2 days prior to the meeting. Reminder notifications will include the date, time and place.
3. A failure for reminder notification(s) to be sent is not a valid excuse for failure to attend.

Quorum:

At any meeting a quorum shall consist of at least 50% + 1 of the voting members.

VI. EXECUTIVE MEMBERS

The role of Executive members is to oversee and guide the activities of the Mayor's Youth Council. The Executive members include Committee Chairs and Executive Board members.

Executive Board:

The Executive Board consists of the Mayor, Vice Mayor, City Manager, Clerk of the Council and Sergeant at Arms. The role of the Executive Board is to serve as the governing body of the Mayor's Youth Council.

Responsibilities

1. Mayor

The responsibilities of the Mayor are to ensure that the short term and long term goals of the Mayor's Youth Council are achieved, and to ensure the viability of the organization. It is also the responsibility of the Mayor to open the meetings, chair the meetings, and keep the meetings on time and on agenda. As Mayor it is also his/her responsibility to sign all documents for the Council, and to be the face of Mayor's Youth Council, meaning representing the organization out in the community and abroad. As the leader of the Mayor's Youth Council the Mayor should be ready to attend as many committee events as possible.

2. Vice-Mayor

The responsibilities of the Vice-Mayor are to assume all Mayoral duties in the event of the absence of the Mayor. The Vice-Mayor is to assist the Mayor in any needed capacity. The Vice-Mayor is also to represent the Mayors Youth Council in the community and abroad.

3. City Manager

The responsibility of City Manager is to keep all records for Mayor's Youth Council. The City Manager is to receive all committee reports, then compile them in a single report. Most importantly it is the City Manager's job to track and report Mayor's Youth Council's financial information.

Revised September 2009

4. **Clerk of Council**

The Clerk of Council is responsible for taking all meeting notes, as required. As well as prepare and maintain the minutes of meetings. It is also their responsibility to assist the City Manager in compiling reports and meeting agendas.

5. **Sergeant at Arms**

The responsibilities of the Sergeant at Arms is to ensure the meetings start on time, assist the Mayor in keeping order at meetings, to greet members and guest, and maintain the supplies and equipment for Mayor's Youth Council.

It is the duty of the Executive Committee to maintain a high level of expectation for themselves and general members, to always keep the Mission and Vision statement in mind while making decisions for the group, and to ensure that others are doing their jobs to ensure the viability of Mayor's Youth Council.

Executive Committee:

The Executive Committee consists of the Executive Board along with the committee chairman.

Committee Chairs:

Committees are subject to change but each committee will have a chair that is elected to that position by the general membership.

Responsibilities:

It is the responsibility of Committee Chairman to ensure the success of their committee, which in turn ensures the success of the Mayor's Youth Council as a whole. It is the Chairman's job to ensure that their committee work gets done in a timely manner, and communicate committee work with the whole council. It is the Committee Chairman's responsibility to communicate any problems to the Mayor and/ or adult advisor, if committee doesn't have the needed resources. The level of activity the committees are involved in are also the responsibility of the Committee Chairman.

Eligibility of Executive Members:

In order to become eligible to run for an Executive member position, a member must have been active in Youth Council for at least one year. Exceptions to this rule will be allowed until June 2010.

Election of Executive Members:

General members nominate themselves for Executive member positions, including both Executive Committee and Committee Chairs. Members self-select and sign-up for the position for which they want to run. At the following meeting, each self-nominated candidate provides a brief speech regarding his/her qualifications for that position. In the event that a nominee cannot be present to provide a speech, he/she can designate another member to give the speech. All members vote for each position following the candidate speeches. Candidates do not have to be present in-person to run for or be elected to a position.

In the event of a tie, City staff and RPC staff will determine the most appropriate tie-breaker method.

Qualifications:

Any member can run for an Executive member position except for the Mayor's position. Candidates for the

Revised September 2009

Mayor must be a senior and have served on the Mayor's Youth Council for a minimum of one year.

1. In the event that no qualified member wants to run for Mayor, the selection process will be opened to juniors who meet the one-year minimum qualification.

Terms:

Executive members have a one-year term. They can run again and/or be elected to different positions. There are no term limits.

Attendance/participation requirements:

1. Executive members must attend monthly council meetings.
 - a. Executive members who have 1 unexcused absence or 2 or more excused absences will be subject to a Membership Review by the Executive Board, 1 adult advisor, City staff, and RPC staff.
 - i. An excused absence includes anything related to school/extra-curricular requirements, family commitments or out-of-town trips. Members must contact RPC staff prior to the absence in order for the absence to be excused. For a council meeting, work is not considered an excused absence.
 - ii. Determination of the type of absence (excused/unexcused) is at the discretion RPC staff.
 - b. An Executive member who has 1 additional excused absence following a Membership Review will be automatically dismissed from their Executive position.
2. Executive members must attend committee meetings as necessary (at least once per month).
 - a. Members who have 1 or more unexcused absences or 2 or more excused absences will be subject to a membership review by the Executive Board.
 - i. Determination of the type of absence (excused/unexcused) is at the discretion of RPC staff.
 - b. An Executive member who has 1 additional unexcused absence following a Membership Review will be automatically dismissed from the Council.
3. Executive members must participate in their own committee projects as scheduled.
 - a. Non-participation in committee projects will be considered an absence. The same criteria for excused/unexcused absences apply here (see 1.a.i).
 - b. Executive members are expected but not required to participate in activities of other committees.
4. Executive members must be contributing members to the success of the Council.
 - a. Executive members are expected to complete tasks as assigned/volunteered.
 - b. Failure to meet this expectation will result in Membership Review by the Executive Board, the Committee Chairman, 1 adult advisor, City staff, and RPC staff.
5. Final determination of consequences, up to and including removal, is determined by 1 adult advisor, City staff, and RPC staff.

Vacancies in Executive Members

In the event of a vacancy among Executive members, the following procedure will be followed for Executive Committee and Committee Chairs to fulfill the unexpired term:

- 1 Executive Committee – The remaining Executive Committee members will vote in any member who

Revised September 2009

meets the requirements for Executive positions, with preference given to Committee Chairman to fill the vacancy. In the event of vacancy of Mayor the Vice-Mayor will assume the position and duties of Mayor.

- 2 Committee Chair – A committee member will be nominated and voted in by committee members of the same committee.

VII. COMMITTEES

Committees include Standing and additional Ad Hoc committees. Standing Committees include but are not limited to:

- 1 Executive Board
- 2 Executive Committee
- 3 Academic Achievement
- 4 Career Preparation
- 5 Community Services and Support
- 6 Exploration
- 7 Leadership
- 8 Social and Special Projects
- 9 Fundraising

Ad Hoc committees are subject to change based on interest and need.

Committee membership:

All members must belong to one committee (not limited to Standing committees) but are encouraged to participate in activities of other committees. Members are placed in committees based on their responses to “preference” forms that list all active committees. Placement of members on committees is at the discretion of the City staff and RPC staff with consideration given to creating equal membership among all. Executive Board members must be elected to the positions of Mayor, Vice Mayor, City Manager, Clerk of the Council and Sergeant at Arms. Committee membership is assigned on an annual basis.

VIII. Amending Bylaws

These Bylaws are the governing laws for Mayor’s Youth Council, which everyone must abide by. In the event that amendments to the Bylaws are needed, the proposed amendments must be brought to the council as a whole, at a regular Council meeting. However, prior to proposed amendment being brought to the whole Council a vote must be held amongst the Executive Members, where a majority vote must be obtained. In order for proposed amendment to be made two conditions must be met:

- 1) The proposed amendment must be in the best interest of the whole Mayor’s Youth Council. The Amendment must not help or hinder an individual or faction of Mayor’s Youth Council,
- 2) A 2/3rd majority vote in favor of amendment must be obtained, by present voting members.
Voting may only happen if quorum is present (50% + 1)

Any amendments made at anytime within any year will not take effect until the following year of Mayor’s Youth Council. Prior to revision, bylaws are subject to review by legal counsel. Final determination of any additions or retractions from these bylaws is determined by City staff and RPC staff.

Revised September 2009