

Eden Youth Council By-Laws

ARTICLE I

MEMBERSHIP

Section 1 – Representation

A total of no more than thirty (30) members shall serve on the Eden Youth Council. The Eden Youth Council shall seek its membership a diverse representation reflecting the community.

Section 2 – Membership

Any youth aged 14-20 who lives in the Morehead Attendance Zone or attends Morehead High School. Attendance at Morehead High School is not a requirement to be a member of the Eden Youth Council. Duties of the General Council member are to attend all meetings and special events and participate in one committee on the Council.

Section 3 - Term Limits

Terms shall be for three years for all council members. Members may re-apply after expiration of term provided they still meet the qualifications.

Section 4 - Application Process

Members of the Eden Youth Council shall be chosen through an application process. Interested parties shall complete the application form. The Eden City Council and selected leaders of the community shall review the applications and serve as the selection committee.

Section 5 - Appointment of Members

The selection committee shall appoint the members of the Eden Youth Council.

Section 6 – At Large Member

There may be one 8th grade At Large Member per council. This member will not have voting rights.

OFFICES

Section 1 – Offices of the Executive Council

The Eden Youth Council shall have appointed from its members a Chairperson, Vice-Chairperson, Secretary, Media Coordinator, Service Coordinator and a Recruiting Coordinator.

Section 2 - Officer Duties

The duties of the officers shall be as follows:

a. The Chairperson shall preside at the meetings of the Eden Youth Council and shall be charged with the administration of the affairs of the Youth Council with assistance from the Office of the City Clerk and/or the City Attorney. The Chairperson shall:

1. Prepare agenda for all Council meetings using the format provided by Advisor.
2. Coordinate all programs and endeavors of the council.
3. Assign temporary replacement for any officer in temporary absence.
4. Be responsible for all duties assigned to him/her by the Council, Executive Board, or Advisor.
5. Receive community youth information, and bring it to the Council.
6. Have the right to vote twice on any matter brought before the Council in the event of a tie.
7. Represent the Council in public appearances when possible to do so.
8. Call emergency meetings of the Council and Executive Council as needed.
9. Attend all meetings and special events.

b. The duties of the Vice-Chair shall be to perform the duties and exercise the power of the Chair during the absence of the Chair. The Vice-Chair shall:

1. Carry out all duties of the Chairperson in his/her temporary absence.
2. Oversee the operations of the committees.
3. Be responsible for receiving committee project reports and turning them into the Executive Council.
4. Assure that all council meetings and Executive Council meetings are conducted in accordance with Robert's Rules of Order.
5. Properly facilitate any and all elections within the Council.

6. Be responsible for all duties assigned to him/her by the Council, Chairperson, or Advisor.

7. Attend all meetings and special events.

c. The Secretary shall:

1. Prepare and keep a record of the attendance and minutes of all of the meetings/events. These must be turned in to the Advisor within two days of the regularly scheduled meetings.

2. Present the minutes in written/digital format at each Council meeting, or email them to Advisor up to two days before the next meeting and Advisor will bring the minutes to the meeting. Minutes sent to Advisor on the day of the meeting will not be brought to the next meeting.

3. Notify the Council of all other meetings.

4. Maintain calendar and schedule of Council activities.

5. Be responsible for all duties assigned to him/her by the Council, Executive Council, or Advisor.

6. Attend all meetings and special events.

d. The Media Coordinator shall:

1. Coordinate recruitment campaigns for the Council.

2. Coordinate publicity for the Council.

3. Coordinate publicity for Council projects.

4. Head Publicity Committee.

5. Be responsible for all duties assigned to him/her by the Council, Executive Council, Chairperson, or Advisor.

6. Attend all meetings and special events.

e. The Service Coordinator shall:

1. Coordinate community service projects for the Council. (At least one per year as a group).

2. Be responsible for making community contacts of agencies for the Council to serve.

3. Be responsible for all duties assigned to him/her by the Council, Executive Council, Chairperson, or Advisor.

4. Attend all meetings and special events.

f. The Recruiting Coordinator shall:

1. Be a Morehead High School student

2. Boost council membership by recruiting prospective members.

3. Plan and implement one Membership Drive to recruit new members by working with school representatives, and other members of the council.

4. Plan and implement membership meetings to discuss with school administrators and/or guidance counselors matters dealing with recruiting.

5. Attend all meetings and special events.

Section 3 - Selection of Officers

The officers of the Eden Youth Council shall be selected annually. The officers of the Youth Council shall be appointed by the Selection Committee with recommendations coming from the prior year's Executive Council.

Section 4 - Term of Officers

The term of all offices provided for in Section one hereof shall be for one year; however members may re-apply after expiration of term provided they still meet the qualifications.

ARTICLE III

MEETINGS

Section 1 - Regular Meetings

Regular meetings of the Eden Youth Council shall be held once a month. The time and day shall be determined each year by the Youth Council. The principal meeting place of the Youth Council shall be at Eden City Hall. Robert's Rules of Order shall govern the proceedings of the Youth Council in all cases to which they are applicable, and in which they are not inconsistent with these by-laws. Matters for consideration by the Youth Council shall be presented only at Youth Council meetings. Before convening a meeting of the Youth Council, the Chairperson of the Youth Council shall inform the Office of the City Clerk of the subject matter of the meeting.

The Media Coordinator shall give public notice of the meeting 7 days prior to the meeting. A copy of the agenda shall be posted at a designated place at Morehead High School. A copy of the agenda shall also be placed on the City of Eden's official website. Notice of the meeting and the agenda shall then be emailed to all Youth Council members. Youth Council will have an Advisor, the City Clerk and/or City Attorney, at each meeting.

Section 2 - Special Meetings

Special meetings may be called upon the request of the Chairperson. Request for special meetings shall be sent via electronic mail, or by telephone, to the office of the City Clerk at least 48 hours before the time of the meeting. This request shall include the reason or reasons for requesting the special meeting. The Chair shall notify every member of the Youth Council via electronic mail or by telephone. No subjects other than those stated in the notice shall be considered at the special meeting.

Section 3 - Open Meetings

All meetings of the Eden Youth Council shall be open to the public

Section 4 - Quorum

The presence of a majority of the entire membership of the Eden Youth Council shall constitute a quorum for a meeting of the Youth Council. A quorum is necessary to transact official business at any meeting.

Section 5 - Voting

The affirmative vote of a majority of the members present shall be necessary to adopt a recommendation. In the event of a tie vote, the Chair will have a second vote to break the tie.

Section 6 - Order of Business

The Chairperson of the Youth Council shall, when present, call the members of the Youth Council to order. Before proceedings to business, the roll of the members shall be called, and the names of those present (and absent) entered in the minutes. If a quorum is present, the order of the business shall be:

- a. Pledge of allegiance.
- b. Approval of the minutes of the previous meeting.
- c. Public comments and/or matters for consideration.
- d. Unfinished business.

- e. New Business
- f. Reports from Committees:
- g. Announcements.
- h. Adjournment.

Section 7 - Recordings of Meetings

The proceedings of the Youth Council shall be recorded by the Secretary. Records shall be preserved in accordance with the record retention schedule established by the Office of the City Clerk.

Section 8 - Attendance

Attendance at regular Youth Council meetings is expected from all members. If a member cannot attend due to sickness or for a duly authorized reason, the member shall notify the Chair of the Eden Youth Council. Any member who fails to appear and answer to his or her name when the roll is called at any regular meeting or special meeting shall be recorded as absent. It is expected there shall be no more than two absences. Each Youth Council member will be expected to attend at least one City Council meeting (exclude Dec meeting) in addition to Aug swearing in meeting.

ARTICLE IV

REPORTS

Section 1 - Reports to the Eden City Council

Chair and Vice Chair will present any special reports to the Eden City Council and ask for support from all Youth Council members.

ARTICLE V

ROLE OF THE EDEN CITY COUNCIL

Section 1 - Role of City Council

The Eden City Council shall receive recommendations from the Eden Youth Council. The Eden City Council shall provide support staff to the Eden Youth Council to assist them in carrying out their duties. The Eden City Council shall communicate upcoming issues to the Eden Youth Council so they may respond accordingly. Each City Council member will be asked to attend at least one Youth Council meeting.

ARTICLE VI

BY-LAWS AND AMENDMENTS

Section 1 - By-Laws and Amendments

The by-laws of the Youth Council shall be reviewed once each year. The by-laws may be amended at a regular stated meeting provided two-thirds of the members of the Youth Council approve the amendment in a roll call vote; providing further that the amendment is part of the agenda for the meeting and the membership has been notified in writing. By-laws and amendments must be approved by the Eden City Council in order to take effect.