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COUNCIL SUB-COMMITTEE WORK SESSION AGENDA THURSDAY, SEPTEMBER 6, 2018 **(B&C Program of Work)**

3:30 PM – Council Sub-Committee Work Session (B&C Program of Work)
Community Auditorium – Conference Room
1915 Main Street
Forest Grove, OR 97116

Council Sub-Committee: Timothy Rippe; Malynda Wenzl and Thomas Johnston, Council President

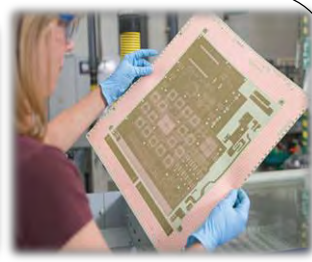
(PowerPoint Presentation)
Anna Ruggles, City Recorder
Jesse VanderZanden, City Manager

COUNCIL SUB-COMMITTEE WORK SESSION: *Citizen Advisory Boards, Commissions and Committees (B&C) Program of Work*

The City Council Sub-Committee, consisting of Councilors Rippe and Wenzl and Council President Johnston, will convene in the Community Auditorium – Conference Room to conduct the above work session. The public is invited to attend and observe the work session; however, no public comment will be taken. The Council Sub-Committee will take no formal action during the work session.

- | | | |
|----------------------------|--------------------|---|
| Council President Johnston | <u>3:30</u> | 1. <u>Called to Order:</u> |
| | 3:35 | 2. <u>Review Draft Council Rules:</u> |
| | 3:55 | 3. <u>Review Draft Bylaw Template:</u> |
| | 4:10 | 4. <u>Review of Statutory and Non-Statutory B&C:</u> |
| | 4:50 | 5. <u>Discuss Youth Advisory Council:</u> |
| | 5:25 | 6. <u>Set Next Meeting Time and Agenda:</u> |
| | <u>5:30</u> | 7. <u>Adjournment:</u> |

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Boards and Commissions (B/C's) Youth Advisory Council (YAC)

City Council Subcommittee Work Session

September 6, 2018

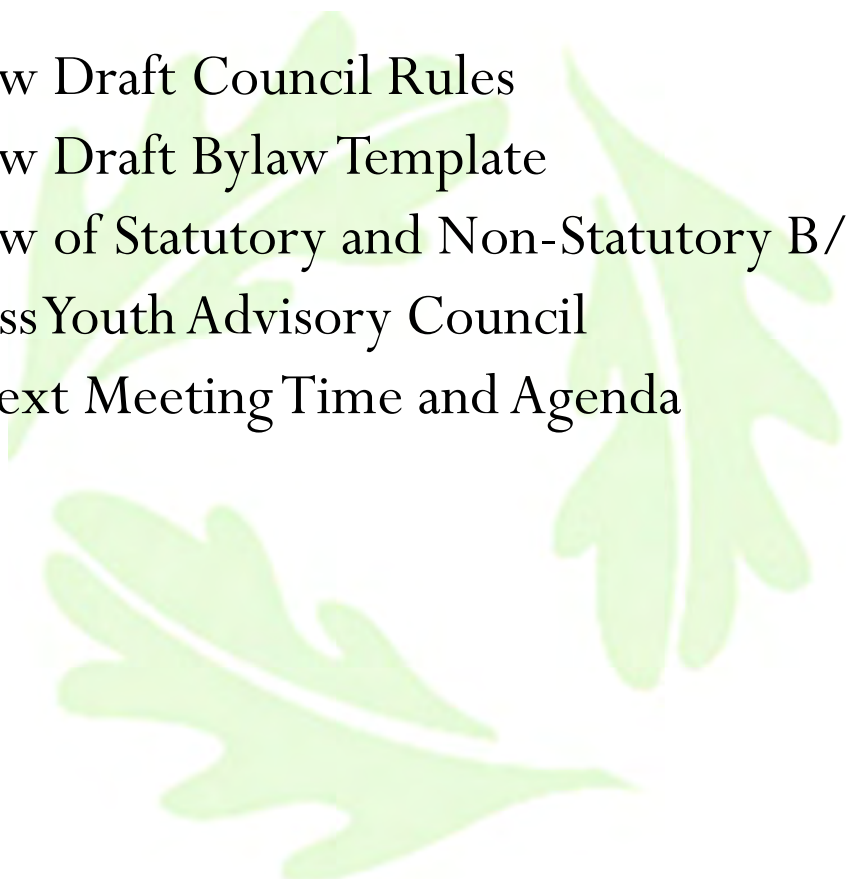
Jesse VanderZanden, City Manager

Anna Ruggles, City Recorder

Recap

- August 28th Meeting Recap
 - Consensus to draft a Bylaw Template for further review
 - Consensus to draft Council Rules for further review that address:
 - Purpose for Boards and Commissions
 - Council and Staff Liaison Roles and Responsibilities
 - Appointments and Reappointments Process

Agenda and Timeline

- 
1. Review Draft Council Rules 20 min
 2. Review Draft Bylaw Template 20 min
 3. Review of Statutory and Non-Statutory B/C/C's 40 min
 4. Discuss Youth Advisory Council 40 min
 5. Set Next Meeting Time and Agenda 5 min

Timeline

- August 23rd Subcommittee Meeting
- September 6th Subcommittee Meeting
- Sept – Oct Subcommittee Meeting
- October 22nd City Council Work Session
- Nov 13th City Council Agenda

Review: Forest Grove B/C's

	BOARD/COMMISSION	Members	Term (Years)	Meets	Established	Staff	Req by City or State Law
1	BUDGET	14	3	As Needed	1963	Admin (4)	Y
2	PLANNING	7	4	1/month	1969	CD (4)	Y
3	LIBRARY	7	2	1/month	1974	LIB (1)	Y
4	PARKS AND RECREATION	9	4	1/month	1974	PR (2)	Y
5	HISTORIC LANDMARKS	7	4	1/month	1980	CD (1)	Y
6	COMMUNITY INVOLVEMENT	7	4	1/month	1987	CD (2)	Y
7	COMMUNITY FORESTRY	7	3	1/month	1992	CD (2)	Y
8	URA	7	4	As Needed	2015	CD/ADM (3)	Y
9	PUBLIC SAFETY	9	4	1/month	2005	POL/FIRE (3)	N
10	PUBLIC ARTS	9	3	1/month	2006	LIB/PR (3)	N
11	ECONOMIC DEVELOPMENT	19	3	1/month	2007	ED (2)	N
12	SUSTAINABILITY	13	4	1/month	2013	Admin (2)	N

Review: Other Cities

City	# of B/C
Beaverton	16
Hillsboro	14
Forest Grove	12
Tigard	11
Tualatin	9
Wilsonville	9
Sherwood	8
Newberg	8
McMinnvile	7

Of the non-statutory B/ C's:

- Three or more cities had an Audit, Arts, Youth Advisory, and/or Transportation/Traffic Commission
- None had an Economic Development, Public Safety, or Sustainability Commission (one had a Police Commission)

Review: Statutory B/C's

Issues to Consider

- Should any B/C's be combined?
- Should any B/C's be renamed?
- Should the statutory B/C's be included in City Code?

Review: Non-Statutory B/C's

Issues to Consider

- Should any B/C's be combined?
- Should any B/C's be renamed?
- Does the initial purpose of the B/C still exist?
- If not, should the B/C continue or be re-tooled to another purpose?
- Should changes to the size, meeting frequency, etc. occur?

Review: Youth Advisory Councils

- At the 2006 Council Retreat, Council agreed to a pilot program to appoint students to all Boards and Commissions except Budget and Planning. These positions were not incorporated into the Council Rules or B/C bylaws.
- Youth positions serve a one-year term and are non-voting.
- Washington County Cities with a YAC:
 - Beaverton Mayor YAC 25-30 members
 - Hillsboro YAC 20 members
 - Tigard YAC 15-30 members
 - Cornelius YAC 20 members

Review: Youth Advisory Councils

Of the city comparisons, the following had Youth Advisory Councils:

<u>City</u>	<u>Title</u>	<u>Members</u>
Beaverton	Mayor Youth Advisory Board	25-30
Hillsboro	Youth Advisory Council	20
Tigard	Youth Advisory Council	15-30

Review: Youth Advisory Councils

Issues to Consider:

- Purpose of Youth involvement
- How Youth are currently involved
- Level of existing Youth involvement
 - If low, why and what can be done
- Efficacy and Shape of Youth Advisory Council



THE END

“DRAFT”
RESOLUTION NO. 2018- XX
EXHIBIT A
(Repealing Resolution No. 2006-10)

AMENDING CITY COUNCIL RULES OF PROCEDURE, SECTION 14,
ADVISORY BOARDS, COMMISSIONS AND COMMITTEES

~~SECTION 14 – CREATION OF CITIZEN ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES AND OTHER COUNCIL AD-HOC COMMITTEES~~

14. 1 Citizen Advisory Boards, Commissions, and Committees and Other Council Ad-Hoc Committees – ~~At any time, The Council may by ordinance or resolution establish any City board, commission or advisory committee (B&C) or Council Ad-Hoc Committee or Task Force deemed necessary and in the best interests of the City. Pursuant to City Charter, Section 8(C), the Mayor, with the consent of the Council, shall appoint~~s members of boards, commissions, and committees established by ordinance or resolution.

14. 2 Purpose Qualifications – ~~The City Council shall establish by resolution the policy and procedures for appointing citizens to boards, commissions, and committees. To encourage broad-based community representation and to advise Council on public policy issues effecting Forest Grove. All such Council-appointed groups are directly responsible and advisory to the Council. unless the Council has delegated specific responsibilities to the group for independent actions. All citizen advisory boards, commissions and committees shall be subject to and comply with the Oregon Public Meetings Law (pursuant to ORS 192).~~

14. 3 Membership Qualifications – ~~To be eligible for appointment, a person must be 18 years of age or older and a Forest Grove resident for the duration of the appointment term unless expressly provided by the adopted bylaws. Student appointees must be high school or college grade level and residing or attending school, including home-schooled, in Forest Grove. All appointed members are required to attend training courses as assigned and approved by Council. The Council may in its discretion at any time remove a member of any boards for any reason, including inefficiency, neglect of duty, or malfeasance in office.~~

14. 4 Composition – ~~All Boards, Commissions, and Committees, unless authorized by Council, shall consist of no more than nine (9) voting members.~~

14. 5 Quorum – ~~A majority of the total number of appointed board members constitutes a quorum.~~

14. 6 Terms of Office and Officers – ~~Member terms shall be four (4) years. Student member terms shall be two (2) years. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31. Appointments to vacant positions will fill out the remainder of the unexpired term. The Chair shall be elected from among the members every twelve (12) months and may not serve more than twenty four (24) consecutive months.~~

Members may not serve on more than two (2) boards, commissions, or committees, or combination thereof, at the same time.

14. 7 Registry – The City Recorder's Office shall ~~maintain~~ prepare, keep current and retain on file in the Office of the City Recorder, a **current roster** list of all appointees, including appointment date of appointment, length of unexpired term, and contact information. A copy of the roster ~~will~~ **shall** be provided to Councilmembers at least once year or upon any substantial change in membership.

14. 8 Councilmember Liaisons to Citizen Advisory Boards, Commissions, and Committees – The Mayor shall appoint a Councilmember as liaison to any board, commission, or committee. ~~or ad-hoc committee. Councilmembers, who have been appointed as Council Liaisons~~ **appointed** to any board, commission, or committee shall be a non-voting member. **Their role is to communicate between the Council and the board or commission to assure each group's collective interest is accurately, succinctly, and effectively represented to the other. This includes actively attending and reporting to each entity at their regular scheduled meetings.** Council Liaison appointments shall be reconsidered every two (2) years at the first regular Council meeting following the time at which newly-elected Councilmembers officially take office or at the discretion of the Mayor.

14. 9 Staff Liaisons – The City Manager shall appoint a staff member as liaison to any board, commission or committee. Staff members shall be non-voting and shall assist the board, commission or committee by utilizing their expertise regarding city policy and process. The staff liaison shall meet with newly-appointed board members prior to the first meeting date to brief appointee on the duties of being a member. Staff shall prepare agenda in consultation with the board chair or member designee; prepare and/or review draft minutes prior to finalization; prepare and distribute board packet to the board at least five (5) days prior to the meeting; post finalized agenda on bulletin board and/or at the meeting location; submit legal public notices for review and copies of approved minutes to the City Recorder's Office; report to the City Recorder's Office any member who has three or more unexcused absences and report any meeting date changes; maintain official records in accordance with the city retention schedule (ORS 166-200); and publicly post documents and board-related information on various media.

14. 10 Appointments and Reappointments – Member recruitment shall begin in September and conclude by December 31st of each year. Once the assigned term of office is completed, the member is excused from the appointment, unless Council reappoints the member for another term of service. Members must apply after every term to continue service. New members shall be interviewed by the Council or a Council subcommittee. Incumbents may be interviewed after one term and must be interviewed after two terms. Once Council conducts interviews and makes appointment recommendations, the City Recorder Office's shall notify all applicants of the Council's appointment decision by written correspondence. Formal resolutions making appointments will be scheduled under the Consent Agenda for Council consideration at the next regular Council meeting. Applicants who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment.

14. 11 Attendance – Members are expected to attend every meeting. Members shall notify the Chair and staff liaison prior to the regular meeting to report an absence. An excused absence will be given for good cause, i.e., illness, family obligations, employment requirements, scheduled vacations or other reasons beyond control. For an extended leave of absence for medical or other serious reason, the board member shall notify the staff liaison or City Recorder's Office and report the anticipated leave of absence timeline. Failure to provide notification for any absence will result in an unexcused absence. The minutes shall record the absence as excused or unexcused as determined by the staff liaison in consultation with the Chair. The City Recorder's Office shall notify any member who has three (3) or more unexcused absences in a 12-month period that they must reapply to be considered by the Council to finish their original appointed term. The Chair, with consent of the board, may submit a recommendation to Council to deem the member's position vacant for three (3) or more consecutive unexcused absences.

14. 12 Resignations and Vacancies – A member shall submit a written resignation to the Chair, the staff liaison and/or the City Recorder's Office and make efforts to allow for a thirty-day notice. For vacancies that occur mid-term, Council shall refer to the current year interviewed applications kept on file in the City Recorder's Office.

14. 13 Agenda – The Chair, or member designee, shall prepare the meeting agenda in consultation with the staff liaison for each meeting, specifying the time, place, and purpose of the meeting and listing the subjects anticipated to be considered at the meeting. A majority of the members present at a regular meeting may propose placing an item on the agenda. If approved, the agenda item will be placed on the next regular meeting agenda or an agreed upon future meeting agenda. The agenda shall follow a standard template provided by the City. The board packet shall be distributed to the board at least five (5) days prior to the meeting. In January of each year, the board shall adopt a schedule of its tentative meetings for the upcoming year, including meeting dates for holidays and canceled meetings. The meeting schedule shall be filed with the City Recorder's Office and meeting dates shall be published on the City's website by the staff liaison or designee.

14. 14 Open Meetings, Written Minutes and Public Records – All meetings and hearings shall be held in compliance with Public Meetings Law (ORS Chapter 192) and subject to the Public Records Law (ORS Chapter 192). Meetings are defined as two or more members meeting who have the authority to advise or make recommendations to the full Board, Commission, or Committee. Written minutes of all meetings are required. The minutes shall follow a standard template provided by the City. Written minutes may include a briefly summarized record of what took place and must include any action items, showing the attendance and vote of each member. Verbatim minutes are not required.

14. 15 Bylaws – Changes to a Board, Commission, or Committee's bylaws or rules of procedures must be approved by City Council. The bylaws shall follow a standard template provided by the City.

14. 16 Annual Reporting – The Chair, or member designee, shall submit an Annual Report to the City Council listing the board's major activities for the past year and objectives for the coming year.

14.17 Conflicts of Interest and Ethics Law – Members are considered public officials subject to the Oregon Government Ethics Law (ORS 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official. Members are also subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432). Planning Commissioners are personally responsible to file an Annual Verified Statement of Economic Interest (SEI) form with the Oregon Government Ethics Commission by April 15 of each calendar year. Civil penalty may be imposed by the State for each violation of any provision of the ORS.

14.18 Reimbursement for Expenses – Board members serve without compensation, but may be reimbursed for pre-approved training and conference-related expenses. Such requests must be approved by the City Manager.



Insert B/C Logo Here

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BYLAW TEMPLATE

- Section 1: Name
- Section 2: Established
- Section 3: Purpose
- Section 4: Powers and Duties
- A. Review and/or insert existing bylaw language.
 - B. To advise the City Council on matters pertaining to
 - C. To facilitate community involvement and input in...
 - D. The <insert name> shall not have the authority to incur expenses of any kind unless such expenses have first been approved by the City Council.
- Section 5: Organization
- A. Membership:
 - a. Review and/or insert existing bylaw language.
 - b. Number
 - c. Description, i.e., zones, in or out of City of Forest Grove, qualifications
 - d. Members of the <fill in name> will be appointed by the Forest Grove City Council. Terms of office shall be four (4) years. Members must apply and be interviewed by City Council after each term.
 - e. Members shall serve without compensation.
 - B. Officers: The Chair and Vice Chair shall be elected from among the members annually at the first regularly scheduled meeting for the year. Each position may serve no more than two (2) consecutive terms. The duties and powers of the officers include:
 - i. Chair
 1. Preside at all meetings
 2. Develop a written agenda
 3. See that all actions are properly taken and recorded
 4. Present recommendations to the City Council and other bodies as designated by the Mayor, Council, or Council Liaison
 5. Submit an Annual Report to the Council. The report will be written and presented orally in a public forum.

ii. Vice Chair

1. During the absence, disability, or disqualification of the Chair, exercise and perform the duties of the Chair.

C. Recording Secretary:

The City of Forest Grove staff are assigned to prepare or review summary minutes of all meetings, serve all public notices as required by law, be a custodian of official records, and inform the <insert name> of pertaining correspondence.

D. Minutes:

Written minutes of all meetings are required. Minutes should include a brief summarized record of what took place and must include all action items. Verbatim minutes are not required. Boards, Commissions, and Committees are subject to the Oregon Public Records Law (ORS 192.4311 to 192.431).

E. Meetings:

Meetings will be held in accordance with the Oregon Public Meetings Law (as provided by ORS 192.610 to 192.690). All meetings are open to the public and will be scheduled at a designated time and day. Citizens in attendance shall be given an opportunity to participate in accordance with the agenda. Meetings are defined as two or more members meeting who have the authority to advise or make recommendations to the full Board, Commission, or Committee. Special meetings may be called by a vote of the <fill in name> at any regularly scheduled meeting, by the request of the Chair, Council Liaison, or written petition by three or more members.

F. Attendance:

Members are expected to attend every meeting. A member's position will be deemed vacant if they have 3 consecutive unexcused absences or 4 or more unexcused absences within a 12 month period. Lack of notification will constitute as an unexcused absence. The Chair may, after consultation with the member, recommend to the City Council that the member be removed.

G. Conflicts of Interest:

Members are considered public officials subject to ORS 244 which defines conflicts of interest and seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official.

F. Quorum:

A majority of the current voting membership shall constitute a quorum for the transaction of business.

G. Voting and Decision Making

- a. The rules contained in Robert's Rules of Order Newly Revised shall govern this <insert name> in all cases where these By-Laws are insufficient in specification of procedure.
- b. The <insert name> will operate in the general public interest serving the community as a whole. The <insert name> will serve no special interest(s) and will not endorse any commercial product or enterprise.
- c. The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.

H. Role of Council and Staff Liaison

- a. The Council Liaison shall be appointed by Council and shall be a non-voting member. Their role is to communicate between the Council and the <insert name> to assure each groups collective interest is accurately, succinctly, and effectively represented to the other. This includes actively attending and reporting to each entity at their regular scheduled meetings. The Council Liaison shall have the freedom of the floor at all times to present Council's views and to comment or suggest actions to the <insert name>.
- b. Staff Liaisons shall be appointed by the City Manager, non-voting and shall assist the board, commission or committee by utilizing their expertise regarding city policy and process.

I. Amending By-Laws:

A majority of all members must vote affirmatively to modify the <insert name> by-laws on at least two separate readings at two separate meetings. A final decision on a by-law change shall not be made until at least the next regular meeting following the introduction and second of the motion. All by-law changes must be approved by the City Council.

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Cornelius Youth Advisory Council (CYAC)

CYAC Bylaws

Article 1 – Mission and Purpose

Section 1. The Cornelius Youth Advisory Council (YAC) was formed in 2017 by a resolution of the Cornelius City Council. The mission of the YAC is to represent the common good of the Cornelius community through a positive attitude, desire to serve, promoting diversity, forming community partnerships, and serving as a voice between the youth, residents and businesses in Cornelius.

Section 2. The Purpose of the YAC is to provide youth in Cornelius an opportunity to become involved in city government, advise the Cornelius City Council and other leaders in the community, and represent issues of importance to youth in Cornelius.

Article 2 - Membership

Section 1. The Cornelius YAC membership shall consist of up to 20 students from local schools that are in or near Cornelius, and members must also be Cornelius residents. The members can also be home schooled, but must be Cornelius residents. The students shall be equivalent to grades from 9-12 during their appointed terms of service. Terms shall consist of two years and members are eligible for reappointment. During the first year of appointments, the terms will be staggered to ensure that there will be returning members the next year with experience serving on the YAC.

Section 2. The membership will reflect the cultural and geographic diversity of Cornelius residents.

Section 3. Members are appointed by the Mayor and confirmed by the City Council.

Section 4. Attendance is expected for every meeting. If members can't attend, notification to the Co-Chairs or Advisor is required by the day of the meeting and/or event. More than two unexcused absences will result in a review by the YAC Officers and Advisor. Three or more unexcused absences may result in removal from the YAC. The Executive Board will vote whether to dismiss the member for unexcused absences.

Section 5. Any vacancies on the YAC will first be filled by those who applied and weren't chosen. If there are no qualifying applicants, then a public notification and request for applicants will commence. If the vacancy is after January of any year, the seat will not be filled until the next fall.

Article 3 - Officers and General Powers/Participation Standards

Section 1. The Officers include Co-Chairs, Vice Chair, Secretary and Social Media Officer. The Officers shall comprise the Executive Board. The Co-Chairs will co-lead the YAC and work in cooperation to prepare meeting agendas, plan activities and coordinate a yearly plan for the YAC. The Vice Chair will serve in the capacity of managing meetings when neither Co-Chair is available. The Vice Chair will also serve the board as needed. The Secretary will compile minutes of the meetings. The Social Media Officer has the responsibility of updating the YAC Facebook page at least once a week, unless instructed otherwise. The Social Media Officer is also responsible for taking, posting and maintaining pictures of events.

Section 2. Officers can have no more than two unexcused absences from meetings. The other Officers and Advisor will review the status of the Officer who has more than two unexcused absences. If needed, an Officer will be removed for having excess unexcused absences from meetings.

Section 3. General participation standards include the following:

- a. Sign and abide by YAC By-Laws.
- b. Participate in at least three fourths of YAC events and meetings.
- c. When volunteering or being assigned tasks, members must follow through and complete their assignment by the set deadlines.
- d. Member serve two-year terms, except terms will be staggered the first year to ensure that there will be returning members the next year with experience serving on the YAC.

Section 4. A majority of the members 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 may be assembled.

Section 5. Meetings shall be managed by the Co-Chairs and utilize Roberts Rules of Order for standard operating procedures of the meeting.

Section 6. The YAC will meet regularly during the traditional school year. The YAC meetings should be held regularly at least once a month, on a prescribed day designated annually at the start of the school year, at City Hall. Individual board members may participate and help in other City events all year.

Article 4- Committees

Section 1. The YAC may form committees or task forces as needed. They can be formed to organize events, activities, programs or distribute information that aligns with the YAC Mission and Purpose statements. Committee Chairs will be appointed by the YAC Co-Chairs and the committees may meet outside regular YAC meetings for work parties or to organize special 3 events. The Committee Chairs or other committee members shall provide regular reports on the work of the committees.

Article 5 – Amendments to By-Laws

Section 1. After initial approval by the Cornelius City Council, the By-Laws may be modified or changed annually. The amended By-Laws must be approved by a majority of the YAC at a public meeting of the YAC. Once approved by a majority of the YAC members, the modified By-Laws will be forwarded to the Cornelius City Council for approval.

Article 6 – Public Meeting Notification Required

Section 1. Meetings of the full YAC are considered a standard public meeting and must follow normal meeting notification processes required of city-sanctioned boards and commissions.

Section 2. Written or electronic notices of YAC meetings must state the place, time, and date of special or regular meetings and shall be sent out no less than 48 hours before the date of the meeting to each member of record. The notice of the special or regular meetings shall specify the purpose of the meeting, which will include an agenda of items to be discussed.

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BY-LAWS OF THE CITY OF HILLSBORO YOUTH ADVISORY COUNCIL

Article I: Name

The name of the organization is the Hillsboro Youth Advisory Council hereinafter referred to as YAC.

Article II: Mission and Purpose

Section I. The mission of the YAC is to serve and improve the Hillsboro community through positive activities, appreciating diversity, advising policy, and forming more supportive relationships between youth and local government.

Section II. The purpose of the YAC is to:

- A. Find creative ways to educate the general public concerning issues affecting Hillsboro's youth.
- B. Provide review and comment to elected officials and City decision-makers regarding public issues, projects, and proposals that have an impact on youth.
- C. Develop, organize, and participate in community projects and positive activities involving youth.
- D. Work with the Mayor, City Council, City Departments, Chamber of Commerce, civic clubs, and other community organizations to create civic engagement opportunities for local youth.

Article III: Recognition and Authority

Section I. The YAC is enacted on a year-to-year basis by the City Council.

Section II. Despite YAC's inherent connection to the City of Hillsboro, these by laws only serve to implement a framework for the actions of YAC. Furthermore, all actions of YAC do not necessarily represent the Mayor, an official, or staff member working for the City of Hillsboro.

Article IV: Membership

- A. Composition:
 - 1. The YAC membership consists of at least 20 students from local schools within the Hillsboro School District.
 - 2. Any youth in grades 9-12 who lives within the Hillsboro School District is eligible for membership.
 - 3. The members will work to reflect the cultural and geographic diversity of Hillsboro citizens.
 - 4. Members of YAC shall serve one year terms.
- B. Participation Standards:
 - 1. YAC members are expected to attend every meeting.
 - 2. If a member cannot attend a meeting and/or event, s/he must let the Co-Chairs or Advisor know by the day of the meeting and/or event.
 - 3. If a member acquires more than one unexcused absence and/or three excused absences, that person's continuation as a YAC member will be reviewed by the officers and the YAC advisor. An extra absence will indicate that the member has chosen to resign.
 - 4. If a member acquires more than three absences throughout the term, they are no longer eligible to participate in scholarships, internships, or events paid by the City of Hillsboro.



5. A review process will consider the amount of volunteer events attended, as well as leadership roles taken by the member—a final decision will be reached within two weeks whether or not to terminate the member's position on the Council.
6. If a member resigns or is voted off YAC for absences, their position will be filled from the list of applicants who were not accepted for the current term. No vacancies will be filled after the second meeting in December.

C. Termination of Membership:

1. A member of YAC may resign at any time; given that for courtesy and efficiency, s/he has submitted a written notice of resignation with copies for the co-chairs and YAC advisor.
2. The member acquires more than one unexcused absence and/or three excused absences over the period of one YAC year.
3. The member fails to maintain good citizenship at school and in the community where the member resides.
4. The member is disruptive to the efficiency of the board and/or does not follow through with commitments.

Article V. Officers

A. Election of Officers:

1. Election of YAC officers shall be a democratic process.
 - a. The Co-Chairs will be elected first, followed by the Ambassador, Secretary, and Web Administrator/Historian—in that order.
2. Election of new officers will occur prior to the last meeting of the year.
3. Any member wishing to run for office will inform the advisor and co-chairs by email, text, or in person by the end of April. A person may run for two offices.
 - a. A brief 250-300 word statement by each candidate will be emailed to current members.
 - b. The election will consist of speeches and a Q&A period.
4. The advisor will have ballots with each candidate's name typed into a table. After all of the speeches for a particular office have been given, everyone will be asked to fill out that section of their ballot by clearly marking the name of the person they want to hold the office or Writing In the name of another member.
 - a. Members will vote for their top choice—a winner will be announced at the following meeting to the complete membership. Prior to this, candidates will be informed via email.
 - b. If the mark is unclear or there is a question regarding the integrity of the ballot, the advisor may choose to discard the ballot or contact the member who filled it out.
5. Each candidate for elected office must make a brief, two minute speech to the full membership prior to the election of officers even if running unopposed.
 - a. Speeches shall include information about the candidates' background, interests, and how their goals for the YAC relate to the YAC's mission and purpose.



- b. After all candidates for a particular office have given their speech, there will be a questioning period during which time any member can ask questions of any or all candidates. This questioning period will be a minimum of five minutes, with 2 minutes of time added for every candidate if there are more than 2 candidates. The advisor will call on members to ask a question and moderate the discussion, and has the right to turn this duty over to the Co-Chairs if the advisor feels it will not interfere with the integrity of the election.
6. Terms of all officer positions shall be for one year, but all persons are eligible for re-election.

B. General Powers and Duties:

1. *Co-chairs:* The Co-chairs must have one year of experience on the Council and shall be the conveners of all YAC meetings and events. In addition, the co-chairs will be in charge of organizing meetings and community work time. Through a joint effort, the co-chairs shall be responsible for the independent preparation of creating agendas based on current issues of the YAC and topics from previous meetings.
 - a. *Final decisions:* Co-chairs will be given the right to have the final say in certain issues along with the right to change the bylaws when necessary. These decisions must be overlooked by the Advisors, who may veto changes or decisions if it interferes with the integrity of the group.
 - b. *Decision reversal:* If the general census of the board views a decision of the co-chairs as unfair through a democratic majority vote, the co-chairs decision may be reversed.
2. *Secretary:* The secretary shall keep meeting minutes, record attendance, and assist the co-chairs in setting the agenda. The secretary is required to send out minutes within 72 hours of the meeting. If the secretary is unable to attend a meeting, he or she must notify someone on the board to be the temporary secretary. His or her position will be reconsidered if they fail to promptly send out minutes more than three times.
3. *Web Administrator/Historian:* The web administrator/historian has the responsibility of updating one of the YAC social media outlets 2 times per month unless instructed otherwise. At YAC events, he or she should be willing to take photographs of the event for future reference.
4. *Ambassador:* the ambassador will be in charge of community relations. S/he will contact the local papers when YAC is participating in significant events and take interviews whenever prompted. The holder of this position must be well versed in all aspects of YAC, including past, current, and future projects. S/he will also lead the reports YAC periodically gives to the City Council and School Board.
5. *Attendance policy:* Officers are only allowed to have two excused absences throughout the entire YAC year. No unexcused absences are permitted.
6. If an officer is found to be derelict in her/his duty, the members will meet with the advisor to discuss the officer in question, and there will be hearing at the 1st Tuesday special meeting where the officer will be asked to give an explanation, followed by a re-vote.



Article VI: Committees

- A. The YAC shall establish committees or task forces as needed to organize events, activities, programs and/or distribute information that align with YAC mission and purpose. The decision to form a committee will be at the discretion of the Co-Chairs.
- B. The YAC shall select members to serve on committees.
- C. Committee Chairs shall be appointed by the YAC Co-Chair and approved by the YAC advisor.
- D. Committees may meet outside regular YAC meetings.
- E. Committee Chairs or other committee representative shall provide regular reports on committee functions to the YAC.

Article VII: Meetings

- A. Frequency:
 - 1. YAC shall hold regular meetings on the 2nd & 4th Tuesdays lasting from 5:00 pm – 7 pm unless otherwise indicated.
 - 2. Additional special meetings may be called throughout the year.
 - 3. Officers will meet as a group once a month to discuss the progress of YAC and future activities. Subcommittees will meet at their discretion, and are responsible for communicating their progress to all members.
- B. Voting:
 - 1. Decisions shall be made by a majority vote of the members present. At least 50% of the membership must be present in order for the vote to take place.
 - 2. The meeting process shall generally follow a democratic majority process.
- C. Minutes:
 - 1. Minutes shall be kept at each meeting and shall note the members present, topics discussed, and votes taken. Minutes will be approved by the YAC at the next regularly scheduled meeting.
- D. Notice of Meeting:
 - 1. Written, oral, or 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 of record and shall specify the purpose of the meeting.
- E. Communication: For communication purposes, YAC will ensure effective communication by utilizing email, text messaging, social media, and the YAC website. If YAC fails to achieve effective communication through email, text messaging, social media and the YAC website, a phone call shall stand to be the fifth source of communication. Hence, all members must agree to check their email at least four times a week, and always the day before a YAC meeting or event. When questions still exist, YAC members should check Facebook or the YAC website for further information.
- G. Participation Standards:
 - 1. Sign and abide by the YAC bylaws.
 - 2. Participate in at least three fourths of YAC events and preparation sessions held outside of official meetings.



3. When assigned jobs by any officer, YAC members must follow through and complete their assignment by the set deadline.
4. Memberships shall be for a term of one year from July through June. YAC members shall apply by April for each year.

Article VIII: Staff Liaison

- A. The Advisor to the YAC will be a City staff member designated by the city. There may be more than one Advisor to YAC.

Article IX: Approval and Amendments

- A. These bylaws shall take effect immediately after the YAC adopts them by a majority vote. These By-laws may be amended by the YAC at any meeting following approval by the Advisor.

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