

City of Eugene YAC Bylaws

Article I. Name

The name of the organization is the City of Eugene Mayor's Youth Advisory Council, and will be referred to as the YAC.

Article II. Mission and Purpose

Section I. Mission Statement: The YAC exists to provide service to Eugene and to narrow the divide between our youth and the local government while providing a voice for the youth.

Section II. Purpose:

- The purpose of the YAC is as follows:
 - Educate the general public about issues that concern Eugene's youth,
 - Participate in decisions regarding public issues, projects, and proposals that have an impact on youth,
 - Work with local government officials and community organizations to create civic engagement and service opportunities for local youth, ○ Create connections among the youth of Eugene.

Article III. Recognition/Authority

- The YAC is enacted on a year-to-year basis as an ad-hoc committee by the Mayor.
- These by-laws only serve as a framework for the YAC. Actions of the YAC do not represent the mayor, an official, or staff members who work for the city of Eugene.

Article IV. Membership

Section I. Composition:

- The YAC will comprise 20-25 high school-aged youth.
 - Members must either live in the Eugene city limits or attend a school in Eugene.
 - The members should reflect the cultural and geographic diversity of the residents of the City of Eugene.
- YAC membership may last the entirety of a member's high school career.

Section II. Replacing Members:

- If a member resigns or is voted off YAC, their position will be filled from the list of applicants who were not accepted for the current term.
 - After the first third of the year, replacements will not be assigned.

Article V. Meetings and Attendance

Section I. Board Meetings:

- The board holds one to two monthly meetings with the mayor and the advisors where:
 - Topics and issues are voted on,
 - Groups and committees are assigned,
 - Open ended advice and discussions with the mayor take place, ○ Board's big picture discussions occur.
- Meetings will continue to occur over the summer.
- Meetings and private conversations with the advisors, co-chairs, or the mayor will be available at their discretion and place and time of preference.

Section II. Subcommittee Meetings:

- The board holds subcommittee meetings where the physical brainstorming and discussions take place between each individual group on each separate committee, research and facilitated conversation will take place here as well. The mayor and the advisor(s) will not be present at these meetings unless they wish to join.
 - Subcommittees are encouraged to briefly report their progress in a general meeting once a month.
 - Subcommittees are required to meet at least once a month.
- A majority vote is needed to create a subcommittee
- Subcommittee rules are created by the subcommittee members upon its creation

Section III. Attendance and Participation Standards:

- Members will be expected to attend all meetings unless extensive circumstances arise and are told to the co-chairs before the meeting.
- Members are expected to follow the rules of the subcommittees they take part in.
- The board understands that some circumstances within members' personal lives, curriculars, and extra-curriculars will take priority over the board's meetings. If this occurs, the member can contact the co-chairs and explain these circumstances to gain an absence permission form for a designated amount of future meetings.
- Members must sign and abide by the YAC bylaws.

- Members must participate in at least three fourths of YAC events and preparation sessions held outside of official meetings.
- Members will be required to watch a minimum of three outside meetings (Police Commission Meetings, Fire Commission Meeting, school board meetings, ect.) during one of the year long terms.
 - They may also read the meeting minutes in place of watching/attending meetings.

Section IV. Consequences for Prolonged Absences:

- One unexcused absence from main board meetings are grounds for a warning.
- Three unexcused absences from main board meetings are grounds for termination.
- If the required attendance policies above are not followed, unless prolonged extensive circumstances arise and are communicated to the co-chairs, the member will be contacted by the co-chairs and will have one full week to respond explaining their prolonged absence.
- If the member does not respond to the co-chairs' contact within a week, they will be terminated from the board and will not be permitted to attend any more meetings or apply for a future term when the board looks for new members.
- If a member knows that they cannot attend any future meetings and wishes to be removed from the board, they can contact the co-chair to resign.

Article VI. Officers (Executive Board/Committee):

Section I. Election Process:

- The election will be democratic, and officers will be elected by board members.
- Terms will last one year, starting and ending in September.
 - Officials may be re-elected.
- Candidates will be required to have already served one year on the YAC.
- The election will occur in the beginning of August and appointed officers will be announced in August.
 - If a member wishes to be a candidate, they should email the staff liaison announcing their candidacy.
 - An email will be sent out prior to the meeting in July and the email will include: the candidate, their desired position, how long they have been with the board, and their statement for why they would like to obtain that position.
 - Their statement should include how they wish to improve the YAC, their experience with leadership, and the goals they wish to accomplish during their term.

- Candidates should only apply for one position.
- If voters feel as if no candidates on the ballot are a good fit, they may write-in a candidate or abstain.
- In the case of a tie where three or more candidates are running for the same position, then the candidate(s) with the least votes are eliminated, and voters must pick between the two top candidates.
- In the case of a tie where two candidates are running for the same position, the winner is determined by a lot.

Section II. Executive Position Duties:

- The executive board will be made up of:
 - Two co-chairs:
 - Co-chairs will guide and lead the meetings, check in with other chair members and help provide extra resources if needed.
 - Major decisions should be run by the co-chairs before being acted upon.
 - One secretary:
 - The secretary will take meeting minutes.
- They will also review the previous meeting's minutes.
 - They will organize the YAC calendar.
- This includes sending out reminders for meeting times to members of the board.
 - They also record attendance.
- One community ambassador:
 - The community ambassador will be in charge of social media platforms, engaging with the community, acting as a spokesperson for any public meetings, and the "suggestion box."

Article VII. Staff Liaison

The chief advisor of YAC will be a member of the Mayor's staff and will be appointed by the Mayor.

Article VIII. Amendments

Section I. Creating Amendments:

- The bylaws may be amended.
- Proposed amendments to the bylaws must be written in full before asking for approval.

Section II. Approving Amendments:

- Amendments must be approved by the board.
 - A $\frac{2}{3}$ majority by the board is needed for an amendment to be approved.

Article IX. Voting

Section I. Quorum:

- A majority of members must be present to create a quorum. ●
No voting can take place without a quorum.

Section II. In-Person Voting:

- The secretary will count the votes. ● Abstention is always available.

Section III: Majority

- An over 50% majority is needed for a resolution or item to pass.
 - Except in the case of bylaw amendments, as outlined above.