



OFFICIAL BY-LAWS OF THE LAGRANGE YOUTH COUNCIL

ARTICLE I • ***NAME***

The name of this Youth Council shall be the “LaGrange Youth Council”, or for the purposes of this document, hereinafter referred to as the “Youth Council”.

ARTICLE II • ***PURPOSE***

The purpose of the Youth Council is to provide a means for the high school youth of LaGrange to learn about government, participate in the process, and to represent and articulate the needs of the community’s youth. The overall purpose, based on the expressed need for youth programs, activities, events, continuing education, and youth involvement in community and governmental activities with in the City of LaGrange, is:

1. To build leadership experience and civic responsibility.
2. To create a climate of public awareness and responsibility for meeting the needs and concerns of the City’s youth.
3. To assist the citizens and youth in the City to understand effective communication, appreciate differences within the City’s youth, and be involved with community issues.
4. To promote youth involvement in government and civic duties to become productive citizens in the future.
5. To provide the means by which the City’s youth can be heard from and included in government.
6. To plan, sponsor, and coordinate appropriate youth programs, activities, and events in the City of LaGrange.

ARTICLE III • ***FUNCTION, POWERS, AND DUTIES***

The LaGrange Youth Council shall have all the powers, duties and responsibilities as directed by the Youth Advisory Board, which has been appointed by LaGrange City Council and directed as

contained in the Code of Ordinances for the City of LaGrange. Those powers, duties and responsibilities deemed necessary by the Youth Advisory Board shall include:

- (1) To select and provide guidance to the LaGrange Youth Council which shall serve as a forum to assist the Youth Advisory Board and the mayor and council in determining the needs and concerns of youth in the city;
- (2) To expose and educate the city's youth to the operations of local government;
- (3) To assist the city's youth in dealing with issues affecting the city's youth as well as the broader community;
- (4) To develop plans, to sponsor and to coordinate with other organizations as appropriate youth programs, activities and events in the city and to present such plans as a recommendation to the mayor and council as often as may be necessary to ensure orderly development of such programs, activities and events. All such undertakings are to be in coordination with, and with the assistance of, the Youth Advisory Council;
- (5) To assist and coordinate its activities with city staff, other organizations and the public to ensure a successful Youth Advisory Council program in the City of LaGrange; and
- (6) To elicit, as needed, volunteer assistance from other members of the community to accomplish its duties and responsibilities.

ARTICLE IV ● **MEMBERSHIP**

1. Eligibility:

The LaGrange Youth Council shall consist of representatives from local public and private schools. Youth Council members must reside within the corporate limits of the City of LaGrange.

To be eligible, all Youth Council members must:

- a) Be presently enrolled in high school,
- b) Be academically eligible to participate in their school's sports and extra curricular activities,
- c) Be free of any serious disciplinary infractions within the last six (6) months,
- d) Be able to think critically and articulate thoughts and ideas,
- e) Have an interest in learning about government and how it functions.
- f) Have parental or guardian permission and support,
- g) Possess potential leadership skills.

2. Appointment Terms:

The Youth Council shall consist of twenty four (24) members who shall be a combination of rising high school juniors and seniors. The appointed members shall be in good academic standing as defined by the applicable school officials and have a strong desire to learn more about local government. The initial terms of the members shall be for one year. Each member

is eligible and may request to serve for more than one (1) year depending on existing appointment criteria and his/her past service, including attendance records. All terms shall expire on the 1st day of June of the expiration year.

3. Removal of Membership:

Each member is expected to attend all regularly scheduled and special meetings.

Notification: If a LYC member knows they are going to be absent, they have until noon on the day of the meeting to notify the Chairman or an Advisory member.

Excused Absences: Excused absences include game days for sports, funerals/family issues, emergencies, and illness.

Unexcused Absences: If a LYC member has more than three unexcused absences, their name goes before the Chairman of the LaGrange Youth Council They will receive an automatic warning. With four absences, their name goes to the Youth Activities Commission who will decide their status on the LYC.

Tardiness: If a LYC member is tardy to a meeting three times, it counts as one excused absence.

Any member may be immediately removed, with written notice, for behavior that, in the opinion of the Youth Advisory Board, is not consistent with the values or intent of the Youth Council. Such behavior includes, but is not limited to: pregnancy, fatherhood, arrest, conviction, failed classes, or poor attitude.

4. Vacancies in Membership:

Any vacancy in membership shall be filled by appointment from the Youth Advisory Board for the unexpired portion of the term of the member affected and shall follow the procedures for this purpose.

It shall be the duty of the chair of the Youth Council to notify the chair of the Youth Advisory Board within ten (10) days after any vacancy does occur among members.

ARTICLE V • OFFICERS

1. Election of Officers:

The Youth Council shall elect a Chair, Vice-Chair, Secretary, and a Historian, from its membership during the first meeting of each new school year term. The term of the officers shall be one (1) year from the date of election and shall be effective immediately upon such vote. Voting shall take place in one of the following methods: voice, show of hands, balloting, or roll call. Method of voting shall be declared by a vote of the membership prior to the nomination of officers.

2. Vacancy of Officers:

A vacancy occurring in the office of vice-chair shall be filled by appointment by the chair, subject to ratification of the Youth Council. A vacancy occurring in the office of chair shall result in the vice-chair being moved into the position of chair and having the responsibilities of appointing a vice-chair for his/her replacement, subject to ratification of the Youth Council.

3. Duties of Officers:

The Chair of the Youth Council shall preside at all meetings and shall perform his/her duties as described by proper parliamentary procedure. Under parliamentary procedure, the chair's

general duties are: to open and call the meeting to order; to announce the business to be conducted; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved or necessarily rise in the course of proceedings and to announce the result of the vote; to speed the proceedings as much as possible; to require order and sincerity in meetings; to inform the group present to a point of order or a practice or policy pertinent to pending business; and to authenticate, by his/her signature when necessary, all acts, orders and proceedings of the Youth Council. Other responsibilities include, but are not limited to: developing meeting agendas with other officers and the Chair of the LaGrange Youth Activities Commission; establish, in conjunction with other members and the Youth Activities Commission, the annual platform on topics critical to the well being of the Youth Council; speak on behalf of the Youth Council at City Council, Youth Advisory Board, and Board of Education meetings; assist in community service projects and special events; and serve on select Youth Council committees.

The Vice-Chair of the Youth Council shall assist the Chair in the work of the Youth Council; in the absence of the Chair, he/she shall perform all duties of that office; in the absence of the Secretary, he/she will perform all duties of that office; assist with meeting coordination; assist with development of master calendar; assist in community service projects and special events; and serve on select Youth Council committees.

The Secretary of the Youth Council shall keep all minutes of the meetings and provide a copy of minutes at the next scheduled meeting. The minutes need not be verbatim, but instead indicate those in attendance, a synopsis of the discussion, and any action taken on Youth Council related agenda items. The Secretary shall maintain membership status for all members; assist in community service projects and special events; and serve on select Youth Council committees.

The Historian of the Youth Council shall work closely with the Secretary to maintain records of Youth Council meetings, events, and activities. He/she shall keep track of the historical record of the Youth Council; take pictures and collect materials for all Youth Council meetings and events; maintain Youth Council scrapbook; photo album and assist in community service projects and special events; and serve on select Youth Council committees.

The Regular Board Members shall attend and vote at all Youth Council meetings; assist in community service projects and special events; and serve on select Youth Council committees.

ARTICLE VII • MEETINGS AND RULES

- 1. Regular Meetings:**
Regular Youth Council meetings shall be held on the third Tuesday of each month at 7:00 PM. A simple majority of the Youth Council may change the meeting place and time.

- 2. Special Meetings:**
Special meetings may be held at the call of the chair or at other such times as the Youth Council may determine. Special meetings shall be held within at least twenty-four (24) hours notice to each member.

- 3. Order of Business:**

The order of business at meetings shall be as follows unless so modified by the Youth Council by a show of hands:

- i. Convene
- ii. Roll call
- iii. Review and approval of minutes
- iv. New business
- v. Old business
- vi. Other business and comments by members or staff
- vii. Adjourn

4. Minutes and Other Records:

The Youth Council shall direct the secretary for the Youth Council to keep records of its proceedings, showing the vote of each member (including the chair and vice-chair) or if absent or failing to vote, indicating such fact and to record the attendance of members.

6. Voting:

All regular members of the Youth Council shall be entitled to vote on matters before the Youth Council. On all items before the Youth Council, a majority vote of those present and constituting a quorum shall prevail.

7. Conflicts of Interest:

Any member of the Youth Council having a personal or financial interest in the outcome of any question before the body shall disclose the nature of the interest and shall disqualify themselves from voting on the question, and shall not be counted toward the purpose of a quorum.

ARTICLE VIII • AMENDMENTS

These by-laws may be amended upon majority vote of the entire membership of the Youth Council.

ADOPTED ON: _____

BY: _____

CHAIRPERSON