



Pecos Youth Advisory Commission

Bylaws and Rules of Procedure

The Pecos Youth Advisory Commission was established by the Town of Pecos City Council on
MMMM/DD/YYYY

Purpose

The Pecos Youth Advisory Commission was established to be an advisory group to the Pecos City Council on matters concerning and regarding all youth in the Town of Pecos City. The Commission will assist the City Council in identifying and implementing solutions and providing community service projects for the social, physical, mental of Town of Pecos Youth.

Article 1

General Provisions and Responsibilities of The Commission

Section 1. _____ These Rules of Procedure shall be known as the Bylaws and Rules of Procedure for the Youth Advisory Commission of the Town of Pecos City.

Section 2. _____ The responsibilities of Pecos Youth Advisory Commission are as follows:

- To** encourage the positive growth and development of youth.
- To** involve youth in healthy, enlightening, empowering, social, cultural and Recreational activities which shall be drug and alcohol free.
- To** address issues that affect the youth in the community.
- To** provide input on youth services and programming to City Council and City Staff.
- To** educate youth to take on leadership roles and educate about working Inside City government

Article 2

Committee Composition and Method of Appointment

Section 1. _____ The Youth Advisory Commission shall be composed of a minimum of sixteen (16) voting members and four (4) non-voting alternates, all of whom shall be a high school student in the Pecos Barstow Toyah Independent School District.

Section 2. _____ All Youth Advisory Commission members shall have parents' permission to participate in the program. Written consent will be given during the application process. Members must have a reliable means of transportation to meetings and functions.

Section 3. _____ All Youth Advisory Commission members shall be selected following an application and interview process at the end of the school year. Applications shall be available at the campus front office beginning March 1 and deadline for submission being at an announced date in April. Interviews will be held by a panel made up of two (2) sitting City Councilmembers, Town of Pecos City Mayor and Youth Commission adult sponsor that is a member of City Staff. Applicants will be given a score

Section 4. _____ Selection criteria will be based on the applicant's leadership qualities, willingness to learn and the desire for community involvement/service, and past community service.

Section 5. _____ Reappointments will be based on the member's past participation in and commitment to the Youth Advisory Commission and its activities. Applications will be available at the Town of Pecos City and front office of the campus. No late applications will be considered.

Section 6. _____ Sub-committees shall be formed as the Youth Advisory Commission deems needed, in relation to the work of the Youth Advisory Commission. Youth Advisory Commission members shall be expected to participate in at least one sub-committee at any given time.

Section 7. _____ The City Manager of the Town of Pecos City shall provide the Youth Advisory Commission with such information and staff assistance as the Youth Advisory Commission may from time to time request, subject to the limitations imposed by the City Council. The staff member designated by the City Manager shall attend meetings of the Youth Advisory Commission and submit such reports as said Commission may request and as deemed necessary or desirable, subject to limitations imposed by the City Council.

Article 3

Terms of Office and Removal

Section 1 _____ Youth Advisory Commission members will serve a one (1) year term after being selected and sworn in during a special City Council Meeting that will be set during the month of August. Term will start on September 1 of the current year and will end July 31st of the following year.

Section 2. _____ Commission members will endeavor to attend all regularly scheduled meetings during their term. If a member is unable to attend a regularly scheduled meeting, he or she must notify either: City Secretary, Community Engagement Specialist or Assistant to the City Manager. Notification has to be made via telephone call at least three hours before scheduled start of meeting to be considered an excused absence. City Manager approval must be made if circumstances are deemed acceptable in less than time frame outlined above.

Section 3. _____ Non officer members will be allowed no more than three (3) excused absences during their term on the Youth Advisory Commission. Youth Advisory Commission Officers are allowed no more than two (2) excused absences during their term. If any commission member is unable to attend a regularly scheduled meeting but does not notify said City Staff members, then their absence will be considered unexcused. No commission member should have more than two (2) unexcused absences. If any commission member has two consecutive unexcused absences and does not show to the next meeting after the two unexcused absences without an excuse then member will be relieved of duties as part of the Youth Advisory Commission. No hearing will be held to decide on the possibility of staying on commission. No non-officer commission member shall have more consecutive excused absences unless cleared and approved by the Youth Advisory Commission adult sponsor. Upon the third consecutive or total excused absence of three (3), the member will be placed on probation for a time period determined by commission adult sponsor and will lose all voting privileges for time period. Voting privileges will be given to an alternate member chosen by adult sponsor. Any other absences or combination thereof for any member of the Youth Advisory Commission will undergo review by Youth Advisory Commission Administration Team consisting of Community Engagement Specialist Aka Commission adult sponsor, Assistant to the City Manager, City Secretary, City Manager/Assistant City Manager, Commission Chairperson and Vice Chairperson. If commission member under review is an officer, the review will be done by Administration Team. Review will determine if member will receive probation or will be removed from Youth Advisory Commission.

Section 4. _____ If removal of a non-officer of Youth Advisory Commission occurs, Commission President will appoint an alternate to the open position and will become a voting member.

If removal of an officer occurs, remaining officers will nominate up to two (2) regular Commission members that fit the criteria for that office and will be picked by a majority vote of non-officer Commission members. President will appoint alternate Commission member to fill that open spot of non-officer member to assume duties and be sworn in at the next City Council meeting before assuming duties

Section 5. _____ Attendance to Youth Advisory Commission meetings is not adequate to ensure existing members' reappointment for the next school year. The Youth Advisory Commission has an attendance policy in place to track member attendance to meetings, events, and other activities. To remain in good standing with the Youth Advisory Commission and satisfy reappointment, members should not miss any the said number of meetings allowed in these bylaws and must not miss more than two events or other Commission activities per term to be considered for reappointment for the next term year.

Section 6. _____ If a Commission member ceases to be a part of the Pecos Barstow Toyah Independent School District during their term, he or she will be asked to resign from the Youth Advisory Commission. If a Commission

member wishes to resign for any reason prior to or after his or reappointment from the Commission, he or she must notify City Staff in writing. Procedures for Commission member being removed due to attendance will be followed to appoint replacement for cases set forth in this section.

Article 4 **Officers**

Section 1. The Youth Advisory Commission shall elect from its membership a Chairperson, Vice-Chairperson, Secretary, Treasurer and Historian for a one-year term of office. Officer candidates will be chosen by all the Commission members at the first meeting. There will be an election the first meeting by majority vote of hands of members present. Elected officers will take the role of the office elected to by peers of the Commission. The officer positions are as follows: Chairperson, Vice Chairperson, Secretary, Treasurer, Historian.

- The Chairperson is responsible for running meetings, directing projects and programs, helping all officers with their duties and serving as the primary communication line between Commission members and City Staff. Chairperson will recognize who to speak during the meeting.
- The Vice Chairperson is responsible for running meetings when the Chairperson is not available, assisting the Chairperson with their duties and serving as the secondary communication line between Commission members and City Staff. Vice Chairperson shall act as the keeper of the peace during meetings and make sure members stay in order.

Both the Chairperson and Vice Chairperson must be a returning Youth Advisory Commission member that is in good standing, is a Junior or Senior in High School and has served at least two years on the Commission or as a lower level officer.

- The Secretary is responsible for taking minutes at meetings, taking attendance at meetings and ensuring that City Staff have meeting minutes and attendance figures.
- The Treasurer will track all funds going in and out of the Commission general activity account. Treasurer will report expenditures and revenues at each meeting and keep a running total of total funds. Treasurer will keep these numbers to report at any time while submitting an end of year report to City Council
- The Historian is responsible for taking pictures during all Commission meetings, events and post to social media/webpages and provide information for publication in local newspaper and media.

The Positions of Secretary, Treasurer and Historian are to be Commission members that have at least one-year experience in Youth Advisory Commission and are in good standing.

Article 5 **Meetings**

Section 1. _____ The Pecos Youth Advisory Commission shall hold regular bi-monthly meetings on the second and fourth Monday of every month with the exception of the months of June, July and August when no official meeting will be held. The Commission Adult Sponsor or another designated member of City Staff must be present. Meeting will be promptly called to order at 6 o' clock pm. Meeting will be called to order by the Chairperson/Vice Chairperson. Attendance will be taken when meeting is called to order by the Secretary at the designated location. Any Commission Member entering meeting late will be recognized by the Chairperson/Vice Chairperson and the time the member came in will become part of the official minutes. Meeting notice and Agenda shall be posted at City Hall Front Lobby and sent to the Commission Members at least 72 hours before the official start of the next meeting. Publications to the media will always be made available concerning the meeting along with posting meeting notice and agenda at Pecos High School at the Front Office. Meeting dates may and shall be changed or cancelled due to conflicts (ex. Holidays, or school closures) by a majority vote of the Youth Advisory of at least one meeting prior to the meeting in question. Meeting scheduled for the 4th Monday in December will be automatically cancelled.

Section 2. _____ The Chairperson, City Staff Adult Sponsor, City Secretary or City Manager/Assistant City Manager may call special meetings provided that at least three (3) days' notice is given to all Youth Advisory Commission Members. The Youth Advisory Commission shall publish an annual calendar indicating the regularly scheduled meetings for the entire year. This meeting schedule shall be made available no later than the third meeting of the newly appointed Youth Advisory Commission. The first meeting of each newly appointed Youth Advisory Commission shall be an orientation and election of officers. The second meeting shall be an extended meeting in which issues and concerns are identified, and the plan of action for the year is developed. Meetings shall be limited to a maximum of one and a half hours (1 ½) hours in length. Anything over this maximum will need to have approval from a majority vote of the Commission Members and for a specified time period voted on and not to exceed this time period. Extended time for meeting shall not exceed one (1) hour.

Section 3. _____ A quorum must be present in order for official meeting to take place. Every effort will be taken to make sure a quorum is available at each meeting. A Quorum will constitute of at least 12 voting members being present including the officers. If 12 voting members are not present, alternates in attendance will be counted as voting members to make 12. If 12 members are not present official meeting will not take place. Chairperson will make decision to postpone items for next meeting or just have discussion with no votes taken. If meeting contains items that must be voted on, special meeting will be called according to by-laws. If regular voting member joins

meeting late and an alternate has been put in place for voting purposes, alternate will assume voting duties until meeting has been adjourned.

Section 4. Voting is extended to the sixteen (16) regular Youth Advisory Commission Members which will include the officers in being able to vote. If a vote is a tie, voting by the alternates will break the tie. If a tie is still present with the added votes of the alternates, the item being voted on will die and another motion will have to be made or original motion will totally die.

Section 5. Chairperson will be responsible for running the meeting. If Chairperson is unavailable, Vice Chairperson will run the meeting. If both are unavailable, next seat in succession will be responsible. Succession will be in the following order:

Chairperson

Vice Chairperson

Secretary

Treasurer

Historian

Chairperson and at least two (2) other officers must be present to have an official meeting.

Article 6 **Amendments**

Section 1. These bylaws and operating procedures may be amended by a simple majority of those voting at any legal Youth Advisory Commission meeting, subject to approval by the Town of Pecos City Council

APPROVED BY CITY COUNCIL ON MMMM/DD/YYYY

PASSED AND ADOPTED by the Town of Pecos City Council on the nth day of mmmm,yyyy