Election of Officers - The Youth Council at its first meeting in September and first meeting in February shall elect a Chairperson, Vice Chairperson and Secretary. Each shall serve a six (6) month term from September through February and/or March through August.

C. Secretary's duties:

- 1. Records and maintains the minutes of the Youth Council meetings and files copies of such minutes with the City Clerk.
- 2. Prepares and receives correspondence for the Youth Council and maintains proper files.
- 3. Performs other such duties as ordinarily pertains to the office.