

1. **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.