

ARTICLE V: OFFICERS AND THEIR DUTIES

Section 1.

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 or March through August.

Section 2.

In the event an office becomes vacant by resignation or otherwise, the Youth Council shall elect an officer to serve the remainder of the term.

Section 5. Secretary

- a. The Secretary shall record and maintain the minutes of the Youth Council meetings and file with the City Clerk copies of such minutes.
- b. The Secretary shall prepare and receive correspondence for the Youth Council and maintain proper files.
- c. The Secretary shall perform such other duties as ordinarily pertain to the office.