

**City of Rochester Hills
Rochester Hills Government Youth Council**

BYLAWS AND RULES OF PROCEDURE

ARTICLE I: TITLE AND MISSION

Section 1.

The Title of this Council shall be the Rochester Hills Government Youth Council.

Section 2.

The Mission of this Council is to provide an opportunity for the youth to have a role in the City's decision-making process through committees that address City and youth issues, and encourage the education of youth regarding city government and citizen participation.

ARTICLE II: MEMBERSHIP AND TERMS

Section 1.

- a. The Youth Council shall consist of thirteen (13) Youth Representatives from grades nine (9) through twelve (12) who are residents of the City of Rochester Hills appointed by City Council, with the following preferable representation:
 - i. Two (2) Representatives from each of City Council's Districts
 - ii. Five (5) Representatives at large
- b. The City Council Vice President shall serve as the City Council Liaison to the Youth Council.
- c. The Adult Advisor is a member of the City Clerk's Office and shall provide assistance to the Youth Council in preparation of meetings and at meetings.
- d. Youth Representatives shall be the only voting members on the Youth Council.

Section 2.

Each Youth representative shall be appointed by City Council and shall serve for a one (1) year term coinciding with the school calendar year beginning on September 1 and expiring on August 31 of the appropriate year.

ARTICLE III: OBJECTIVES

Section 1. Attendance at Rochester Hills Government Youth Council Meetings

- a. Youth Representatives are expected to attend all meetings and provide prior notice to the City Clerk's Office of any absence.
- b. In any one (1) term a Youth Representative who is absent for two (2) meetings without providing prior notice, absent from three (3) consecutive meetings, or five (5) meeting total shall not be eligible for any additional terms.

Section 2. Participation on City Council Communication Committees

- a. Each Youth Representative will be appointed by the City Council, based upon the recommendation of the Interview Team, to one of the following City Council Communication Committees:
 - i. Administration and Information Services Committee (AIS) – two (2) Representatives
 - ii. Community Development and Viability Committee (CDV) – three (3) representatives
 - iii. Financial Services Committee (FS) – two (2) representatives
 - iv. Leisure Activities Committee (LAC) – three (3) representatives
 - v. Public Safety Committee (PS) – three (3) representatives
- b. Youth Representatives are required to attend a minimum of one (1) meeting of their assigned City Council Communication Committee on a quarterly basis.

Section 3. Annual Projects

- a. On an annual basis, City Council shall provide a list of projects related to the City's Goals and Objectives from which the Youth Council, as a whole or in groups/teams, shall select a project(s) to accomplish during their term.
- b. The Youth Council may provide additional/alternative projects that must be approved by AIS prior to implementation.
- c. Each project shall contain:
 - i. Work plan
 - ii. Budget, if necessary

Section 4. Representation

- a. Youth Representatives serve as ambassadors of the City and shall always conduct him or herself in a positive, friendly, and law-abiding manner at all times.

- b. Youth Representatives may represent the City at municipal conferences as student delegates.

ARTICLE IV: APPLICATION AND SELECTION PROCESS

Section 1. Application

- a. The application process shall consist of both a written application and interview.
- b. To be considered for a position on the Youth Council, interested Rochester Hills youth shall submit a Rochester Hills Government Youth Council Application to the City Council Liaison by the designated due date.
- c. Incumbent applicants shall not be required to submit letters of recommendation with their application and essay.

Section 2. Interview

- a. The Interview Team shall consist of the following members:
 - i. Two (2) senior Youth Representatives selected by the Youth Council
 - ii. City Council Vice President
 - iii. The City Clerk or his/her designee
 - iv. One (1) City Council Communication Committee Citizen Representative
- b. The Interview Team shall make final recommendation to City Council regarding appointments to the Youth Council based on the following:
 - i. Application Quality
 - ii. Adult reference and interview
 - iii. Representation
 - iv. Any tenure as a Youth Representative

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 3. Chairperson

- a. The Chairperson shall be charged with the administration of affairs of the Youth Council with the assistance from the City Council Vice President and the Adult Advisor.
- b. The Chairperson shall preside over all meetings of the Youth Council.
- c. The Chairperson shall be responsible for making an agenda for each meeting with the help of the Adult Advisor.
- d. The Chairperson shall speak on behalf of the Youth Council to City Council and represent the Youth Council at appropriate functions.
- e. The Chairperson, with the Vice Chairperson, shall publish a bi-annual report to City Council at the last regular meeting in February and the last regular meeting in August.

Section 4. Vice Chairperson

- a. The Vice Chairperson shall preside over meetings in the absence of the Chairperson, and at such times shall have all the powers and be subject to all the duties of the Chairperson.
- b. The Vice Chairperson shall assist the Chairperson to perform duties as needed.
- c. The Vice Chairperson shall be responsible for the financial transactions and budget of the Youth Council.
- d. The Vice Chairperson, with the Chairperson, shall publish a bi-annual report to City Council at the last regular meeting in February and the last regular meeting in August.

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.

Section 6. Procedure for Election

- a. Each Youth Representative may nominate one (1) candidate. No second to any nomination shall be required.

- b. A Roll Call Vote shall be called for by the presiding officer, and Youth Representatives shall indicate the nominee of their choice.
- c. A nominee receiving an outright plurality of the votes shall be declared elected. In the event of a tie, candidates will be given the opportunity to remove their name from consideration. Voting shall continue until one nominee receives an outright plurality.
- d. No one (1) person shall be elected to more than one (1) office.

ARTICLE VI: MEETINGS

Section 1. Regular Meetings

Meetings shall be held on the second Monday of every month, from 6:00 p.m. to 7:30 p.m. The Youth Council may change the meeting schedule by a majority vote.

Section 2. Special Meetings

- a. Special meetings may be called at any time by order of the Chairperson or by the written request of three (3) voting members.
- b. Notice of any special meeting of the Youth Council must be provided by the Chairperson as a written notice at least forty-eight (48) hours prior to the meeting. The notice shall state the subject matter to be considered at the meeting. The special meeting shall not affect the attendance policy in any way, but members are expected to attend.

Section 3. Work Sessions

Work Sessions shall be held as needed.

Section 4. Advisory Meetings

Advisory meetings shall follow the elections in September and March.

Section 5.

In parliamentary matters, *Roberts Rules of Order* shall govern.

ARTICLE VII: ORDER OF BUSINESS

Section 1.

The order of business for meetings shall be:

Call to Order

Roll Call

Approval of Minutes

Communications

Unfinished Business

New Business

Any Other Business

Next Meeting Date

Adjournment

ARTICLE VIII: QUORUM AND VOTING

Section 1.

A quorum shall be seven (7) Youth Representatives including one (1) elected officer.

Section 2.

Only Youth Council Representatives' Recommendations to the City Council or City Council Communication Committees shall require an affirmative vote of at least seven (7) of the voting members on the Council.

For the transaction of ordinary business at any regular meeting or special meeting, seven (7) voting members shall be present to constitute a quorum.

ARTICLE IX: ADOPTION AND AMENDMENTS

Section 1.

- a. These bylaws shall become active pending approval of the Rochester Hills City Council.
- b. These Bylaws may be changed or added to by the City Council. The Youth Council may recommend changes or additions by affirmative vote of at least seven (7) Youth Representatives.