



**CITY OF UNIVERSITY PARK
YOUTH ADVISORY COMMISSION
BYLAWS AND RULES OF PROCEDURE**

**ARTICLE I
GENERAL PROVISIONS AND RESPONSIBILITIES OF THE COMMISSION**

Section 1. These Rules of Procedure shall be known as the Bylaws and Rules of Procedure of the Youth Advisory Commission of the City of University Park.

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

To provide input on youth services and programming to City Council and City Staff.

To address issues that affect youth in the community.

To assist with the promotion and implementation of ongoing seasonal events and activities.

To generate an annual report on the progress of the Youth Advisory Commission.

**ARTICLE II
COMMITTEE COMPOSITION AND METHOD OF APPOINTMENT**

Section 1. The Youth Advisory Commission shall be composed of a minimum of twenty (20) members, all of whom shall be high school (grade 9-12) students who reside within the City of University Park.

Section 2. All Youth Advisory Commission members shall be selected following an application and interview process at the end of the school year, and will serve one school year, with the option of applying for reappointment until high school graduation. Selection criteria will be based on the applicant's leadership abilities and community involvement. Reappointments will be based on the member's past participation in and commitment to the Youth Advisory Commission and its activities. Application forms are available on the City of University Park website.

**ARTICLE III
TERMS OF OFFICE AND REMOVAL**

Section 1. Commission members should endeavor to attend all regularly scheduled meetings. If a member is unable to attend a regularly scheduled meeting he or she must notify staff at **least three hours before** the meeting is scheduled to start, for an excused absence. Commission

members are allowed a maximum of three excused absences within a school year. Commission Officers are allowed a maximum of two excused absences within a calendar year. If a Commission member is unable to attend a regularly scheduled meeting but does **not** notify City Staff, their absence will be considered unexcused. If a Commission member or Officer exceeds the maximum number of excused absences or has three unexcused absences within a school year their status as a member of the Youth Advisory Commission will undergo review by the Commission Officers and City Staff. The review will take into consideration whether the member consistently gave prior notification of his or her absence, contributed by email or other means, and participated regularly in Youth Advisory Commission events and activities. This review might result in a probationary period or removal from the Youth Advisory Commission.

Section 2. Attendance to Youth Advisory Commission meetings is not adequate to ensure existing members' reappointment for the next school year. The Youth Advisory Commission has a point system 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 attain twenty (20) out of a thirty-eight (38) possible points per school year.

Section 3. If a Commission member ceases to reside in the City of University Park during the school year he or she will be asked to step down from the Youth Advisory Commission. If a Commission member wishes to resign for any reason prior to or after his or her reappointment from the Commission, he or she must notify City Staff in writing.

ARTICLE IV **OFFICERS**

Section 1. The Youth Advisory Commission shall elect from its membership a Chairperson, Vice Chairperson, Secretary and Event/Meeting Photographer for a one-year term of office. Elections will be held at the last meeting of the year.

- 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.
- 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.

Both the Chairperson and Vice Chairperson must be a returning Youth Advisory Commission member and a Junior or Senior.

- 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 Event/Meeting Photographer is responsible for taking pictures during all Youth Advisory Commission meetings and events.

The positions of Secretary and the Event/Meeting Photographer are open to all grade levels.