

# CITY OF AURORA YOUTH COUNCIL

## By-Laws

### **Article I**      **Mission, Purpose and Responsibilities**

#### Section 1.      Mission

To represent the youth voice in City of Aurora matters while also helping our young people hone skills and talents associated with progress and success.

#### Section 2.      Purpose

The City of Aurora Youth Council is a community based entity funded by the City of Aurora. Its purpose is to:

- Provide leadership development opportunities for Aurora youth.
- Serve as a liaison between the Mayor, City Council and the Youth of the community on issues affecting youth.
- Conduct outreach and engagement activities to ensure young people are becoming more aware of and more involved in their city.

#### Section 3.      Responsibilities

The Aurora Youth Council shall be responsible for developing, executing, supporting and participating in activities that encourage civic and community engagement among Aurora youth.

- Shall use funds primarily to support the planning and execution of Aurora Youth Council activities.
- Shall also use funds to support and sponsor youth focused activities throughout the City of Aurora.
- Shall make efforts to seek broad youth participation in City-wide events.
- Build and promote programs that promote youth civic and community awareness and participation.
- Present activity reports and other findings to city council on a regular basis.

### **Article 2**      **Membership**

#### Section 1.      Number

Youth Council membership shall consist of no more than seventeen (17) people appointed by the Mayor and approved by the City Council.

#### Section 2.      Selection and Recruitment Process for Council Membership

- Potential members must attend a public, private or alternative high school located in the City of Aurora.

- Notice of open application submission to the Aurora Youth Council will be disseminated to all high schools that serve the City of Aurora.
- Selection criteria will be based upon applicants' abilities in the categories of leadership, community involvement and responsibility.
- Potential members must live within the corporate boundaries of the City of Aurora.
- Potential members must be no younger than 14 years old and no older than 18 years old at the time of application.

Section 3. Term of Office.

The term of office for each member shall be two years with the option to apply for an additional year, or until his/her successor is duly appointed and qualified. All members will be divided into two groups nearly equal in number as practical in order to stagger the terms of members and achieve continuity of governance of the Youth Council as follows:

- Group A members whose terms expire at the end of the Annual Meeting of the Youth Council in odd-numbered years.
- Group B members, whose terms expire at the end of the Annual Meeting of the Youth Council in even numbered years.

The number of members in each class will be fixed as determined by the Aurora City Council.

Whenever a vacancy occurs prior to the expiration of a term, an appointment shall be made, post application review for the remainder of the unexpired term, subject to confirmation by the Mayor and City Council.

Section 4. Youth Council Resignations

Resignations from the Youth Council will be submitted to the Mayor of the City of Aurora with a copy send to the Youth Council President.

Section 5. Youth Council Meeting Attendance

Attendance at Youth Council Meetings is expected. If a member is absent from three (3) consecutive meetings or 4 overall regular meetings, shall constitute a voluntary resignation from the Youth Council unless such absence is excused by the Youth Council by majority vote, with such excuse duly entered in meeting minutes.

Section 6. Meeting Quorum

A simple majority of the active members of the Youth Council shall be necessary to constitute a quorum for the transaction of any business. In the absence of a quorum, at the discretion of the Youth Council President, actionable items can be tabled for a later time.

Section 7. Ex Officio Member

The City of Aurora’s Innovation Department designee shall be considered an ex-officio member of the Youth Council with non-voting authority on all issues. The Innovation Department designee shall provide support to the Youth Council as needed.

**Article 3**      **Meetings**

- Section 1.      General meetings will be scheduled on a monthly basis and shall comply with the Illinois Open Meetings Act.
- Section 2.      Additional Youth Council meetings and committee meetings shall be scheduled as needed as determined by the Youth Council.
- Section 3.      Youth Council business, such as budget recommendations and election of officers require a majority of the active members of the Youth Council.
- Section 4.      A vote changing general meeting dates or time shall be taken only when the election of new officers has occurred.

**Article 4**      **Officers**

Section 1.      Executive Board

Annually, the Youth Council shall elect from its membership a President, Vice-President, Secretary, and Treasurer for a one-year term of office. A member shall be eligible for re-election to any of these offices as long as he or she remains on the Youth Council. Persons interested in running for the position of President or Vice-President may self-nominate or be nominated by a fellow member. Candidates should be prepared to make a three minute speech on why he/she would be a good candidate for this position.

Section 2.      Executive Board Responsibilities

Responsibilities of the Executive Board include, but are not limited to the following positions:

**President:**

This position is the executive officer of the Youth Council. The President presides and conducts all meetings, should have a good understanding of *Robert’s Rules of Order*. The President shall supervise the business and affairs of the Youth Council and work with both the fellow council members and adult leaders in the planning of projects and programs. The President shall be the spokesperson of the Youth Council; therefore good communication skills are essential. The President shall attend Council Meetings whenever possible, and should appear before the Aurora City Council as necessary. (The President will make the Annual Report to the City Council).

**Vice-President:**

The Vice-President shall assume the duties of the President in his/her absence and shall assist the President in the general supervision of the projects and programs of the Youth Council. The vice-president shall perform other duties as assigned by the President or members of the Youth Council. The vice-president shall also maintain membership

records and conduct the roll call at each meeting. He/she shall also be responsible for keeping a list of member's project participation at special events and projects, and turn in a written, quarterly report of attendance.

**Secretary:**

The secretary shall disseminate meeting agendas to all members and post the agenda on the City of Aurora website 7 days prior to each scheduled meetings. The secretary shall record accurate minutes of each Youth Council meeting. The minutes should contain information concerning each discussion and action item of the agenda. Minutes should be typed and submitted to the President or Youth Council Director and posted on the City of Aurora website at least 72 hours prior to the next meeting.

**Treasurer:**

The Treasurer shall prepare the annual budget. The treasurer will not be responsible for handling money except during special events or projects. Following the event, the treasurer will count the money and turn it over to the Community Services Department designee for deposit. The treasurer shall give a monthly finance report to the Youth Council.

Section 3. Election of Officers

Election of officers shall occur in October of each year for the term to begin in November.

Section 4. Executive Board Vacancies

Vacancies on the Executive Board shall be filled by a special election held by the Youth Council.

**Article 5 Adoption and Amendments**

Section 1. Adoption of these By-laws shall be by a majority of the active members of the Youth Council.

Section 2. Amendments of these By-laws shall be proposed at a regular meeting at least one (1) month prior to approval. Approval shall be by a majority of the active members of the Youth Council.

**Article 6. Committees**

Section 1. The following standing committees are established:

- Executive
- Program
- Election

Section 2. Committees may be added or deleted as needed.

Section 3. Participation on a committee shall not be limited to current Youth Council members.

**Article 7**      **Roberts Rules**

Section 1.      In all order of business not covered by these By-laws, *Roberts Rules of Order shall govern the Board.*

**Article 8**      **Other**

Section 1.      Annual Report. The Youth Council shall submit and make a presentation to the Mayor and City Council a written report of its activities for the previous year and an annual plan of work for the ensuing year at a June city council meeting to be determined by city council members. These documents shall be retained as a part of the official City records.

Section 2.      City Space and Staff. Subject to the approval of the City Council, the facilities and personnel of the City shall be made available to assist the Youth Council in carrying out its functions.

DRAFT