



## **MAYOR'S YOUTH COUNCIL**

### **BYLAWS**

#### **Article I. Name**

The name of the organization is the City of Long Beach Mayor's Youth Council hereinafter referred to as MYC.

#### **Article II. Purpose**

To empower youth as leaders, volunteers, peer mentors, and community decision makers.

#### **Article III. Mission and Goals**

The mission of the MYC is to serve the common good of the community and provide a voice for the city's youth while organizing and participating in constructive community service projects, strengthening relationships among all members of the community, building a noncompetitive spirit between students of Long Beach area schools, promoting youth participation in governmental affairs, and acting as a resource for any city organization upon request.

#### **Article IV. Membership**

- All members selected for the MYC shall be residents of the City of Long Beach.
- All members must be currently enrolled in high school. The term "high school" includes public, private, charter, and parochial high schools as well as organized home school programs. Applicants must be in grades 11 or 12 at the time of the application and maintain a GPA of 3.0 or better throughout membership.
- A total of no more than twenty (20) members will serve on the MYC. This number excludes adult advisers whether they be city officials or staff.
- Members of the MYC shall be chosen through an application process. Interested students shall complete an application found on the city website, through the mayor's office, from the Community Affairs Director, or from a current MYC member. Applications shall be submitted to the mayor's office or Community Affairs Director's office. Applications will be accepted at the beginning of the school year.
- Members of the MYC must conduct themselves in a positive, respectable, friendly, and law abiding manner at all times.
- The date and time of regular meetings will be chosen by the council at the first meeting. Meetings will take place in the conference room located on the first floor at City Hall. Special meetings or committee meetings along with service project activities may be scheduled at different times through the year.

- MYC members are expected to attend all meetings and group activities.
- Any member of the MYC will be deemed to have voluntarily concluded his or her membership automatically upon the occurrence of the following: (1) The member acquires more than five absences from meetings or scheduled activities combined, over the period of one MYC year, (2) the member fails to be enrolled in high school, (3) the member fails to maintain good citizenship at school and in the community, (4) the member is disruptive to the efficiency of the board and/or does not follow through with assignments, and (5) the member does not embody professionalism in his or her conduct.
- If a member exceeds the number of absences, there will be one opportunity to maintain membership by researching a local non-profit agency (onsite interview and tour) and making a presentation to the Council at the next regular monthly meeting. Reinstatement shall be left up to the discretion of the Community Affairs Director.
- For communication purposes, MYC will ensure effective communication by utilizing email. Hence, all members must agree to check their email at least once per week.

#### **Article V. Executive Board**

The officers of this organization shall be chairperson, vice-chairperson, secretary, and historian. The president and vice president of the executive board shall be high school seniors.

- The President shall have the following duties: (1) preside at all meetings using Robert's Rules of Order Revised when necessary, (2) issue notices of meetings and set meeting agendas after consulting with the Mayor and Community Affairs Director, (3) call approved special meetings of the council when needed, (4) appoint all committees and officers not otherwise provided in the by-laws, (5) ensure that the regulations of the council are enforced, (6) carry out assignments and instructions given to him by vote of the council, and (7) and present a yearly report to the full Board of Aldermen.
- The Vice President shall be an aid to the president and, in his/her absence, shall accept the responsibilities of the president. The vice president shall also act as secretary in his/her absence.
- The Secretary shall have the following duties: (1) keep a written record of the proceedings of all meetings and issue meeting minutes, (2) keep attendance records, (3) and maintain a current roster and updated information sheet on all members.
- The Treasurer shall have the following duties in coordination with the staff adviser: (1) research and apply for community grants, (2) research and make expenditure recommendations, and (3) document revenues and expenditures.
- The Historian shall with the aid of the staff advisor shall document all activities through photographs and create a yearly scrapbook. Council photographs of activities and events shall be uploaded to the City's website and Facebook.
- The Event Coordinator helps plan each event that the MYC undertakes, forms committees for events, and works with the Vice President to make sure all council members are participating in various projects.

## **Article VI. Committees**

MYC shall elect members to serve on a committee or “task force” as needed to organize events and distribute information.

## **Article VII. Community Affairs Director**

The chief advisor of the MYC will be the city of Long Beach Community Affairs Director. Additional advisors may include current members of the Board of Aldermen or other city departmental staff.

## **Article VIII. Bylaw Approval and Amendments**

The bylaws of the MYC shall be reviewed yearly. The bylaws may be amended at any time throughout the year, if a proper need is found. Amendments must be approved by a 2/3rds majority vote of the MYC through a roll call vote with any changes or amendments requiring the approval of the Community Affairs Director before taking effect.