

City of Cottage Grove
Youth Advisory Council
Adopted - April 18, 2005

Article 1: Name

- A. The name of the organization is the City of Cottage Grove Youth Advisory Council hereinafter referred to as the YAC.

Article 2: Mission and Goals:

- A. The mission of the YAC is to serve the common good of the community and provide a voice for youth in decisions and policies of the City of Cottage Grove by:
 - " Organizing constructive community projects;
 - " Strengthening relationships among youth, and between youth and adults;
 - " Providing positive activities involving youth.
- B. The Purposes which guide the direction of the YAC are:
 - " Issues brought to the YAC by individuals, groups and organizations.
 - " Issues brought by the members of the YAC.

Article 3: Recognition and Authority

- A. The YAC is enacted on a year-to-year basis as a City Committee by the City Manager.

Article 4: Membership

- A. Composition:
 - 1. The YAC shall have at least 12 and no more than 17 voting members selected by the manager from applicants that live within the South Lane School District.
 - 2. YAC members will be selected to represent the cultural and geographic diversity of the City of Cottage Grove citizens.
 - 3. Members of the YAC shall serve one year terms.
- B. Participation Standards
 - 1. YAC members are expected to attend as many meetings as possible.
 - 2. Any member of the YAC missing two consecutive YAC meetings unexcused or three non-consecutive YAC meetings unexcused shall be removed from the Council and their position will become vacant. Once the position is vacant the City Manager may select a new member to fill the vacancy.
 - 3. Pre-arranged absences are not counted as unexcused, however the member must contact the City Manager prior to the meeting.

Article 5: Officers

- A. Co-Chairs
 - 1. The YAC shall elect two Co-Chairs for a one-year term in a democratic majority process overseen by the City Manager or designee during the first month after selection of the YAC each year.
 - 2. The Co-Chairs shall be the conveners of all YAC meetings and events.
- B. Vice-Chair
 - 1. The YAC shall elect a Vice-Chair for a one-year term in a democratic majority process overseen by the City Manager or designee during the first month after selection of the YAC each year.
 - 2. The Vice-Chair shall assist the Co-Chairs and fulfill the responsibilities of the Co-Chairs if necessary.
- C. Secretary
 - 1. The YAC shall elect a Secretary for a one-year term in a democratic majority process overseen by the City Manager or designee during the first month after selection of the YAC each year.
 - 2. The Secretary shall keep the meeting minutes and record attendance.
- D. Treasurer
 - 1. The YAC shall elect a Treasurer for a one-year term in a democratic majority process overseen by the City Manager or designee during the first month after selection of the YAC each year.
 - 2. The Treasurer shall keep records of funds raised and spent on YAC projects and activities.
- E. Youth Representative to the City Council
 - 1. The Youth Representative to the City Council and any alternate representative shall be selected by the Cottage Grove City Council from applications submitted by interested members of the YAC.
 - 2. The Youth Representative to the City Council or alternate shall attend Cottage Grove City Council meetings and serve as a liaison between the YAC and the City Council.

Article 6: Committees

- A. The YAC shall establish committees or task forces as needed to organize events, activities, programs or to distribute information.
- B. The YAC shall select members to serve on committees.
- C. Committee Chairs shall be appointed by the YAC Co-Chairs and ratified by a majority of the YAC.
- D. Committees may meet outside regular YAC meetings.
- E. Committee Chairs or other committee representatives shall provide regular reports on committee functions to the YAC.

Article 7: Meetings

- A. Frequency:
 - 1. The YAC shall meet in full session monthly on the first and third Monday of each month.
 - 2. Scheduled meeting dates may be cancelled at a prior meeting by a majority of the YAC.
 - 3. Additional special meetings may be called by the Co-Chairs throughout the year.
- B. YAC meetings shall generally follow basic parliamentary procedures and shall be based on principles of respect and consideration of each member of the YAC.
- C. Decisions of the YAC shall be made by a majority vote process.
- D. A majority of the YAC will be 50% of the members present plus one.
- E. A quorum of the YAC will be 50% of the members.
- F. The YAC shall make provision for community comment at each regular meeting and may at its discretion limit the time of discussion and refer to the appropriate committee for responses.
- G. The minutes of the YAC meetings be kept at each meeting and approved by the board. The minutes shall note the members present, topics discussed, votes taken and the voting position of each member.

Article 9: Approval and Amendments

- A. These bylaws shall take affect immediately after adoption by a majority vote of the entire membership of the YAC.
- B. These bylaws may be amended by majority vote of the entire YAC membership at any meeting.