

**BY-LAWS**  
**OF THE MAYOR'S YOUTH ADVISORY COUNCIL**  
**OF THE CITY OF CALDWELL, IDAHO**

**(Amended January 2005)**

WHEREAS the youth of the City of Caldwell, Idaho (hereinafter "the City") constitute an underutilized resource of ideas, knowledge and experience with respect to the City and its affairs; and

WHEREAS the Mayor of the City of Caldwell (hereinafter "the Mayor") desires and seeks input from the youth into the affairs and issues of the City through a Mayor's Youth Advisory Council; and

WHEREAS the students of Vallivue High School and Caldwell High School are willing to devote their time and energy into improving the City and the community through a Mayor's Youth Advisory Council;

NOW THEREFORE, the Mayor and the City Council of the City of Caldwell hereby establish the Mayor's Youth Advisory Council and adopt the following By-Laws.

**ARTICLE I. INTENT**

The intent in preparing and adopting these By-Laws is to provide a framework for organization of the Mayor's Youth Advisory Council, its actions and agenda. It is not the intent of the City, or the officers and members hereinafter described to create a legal entity of any sort including without limitation, a corporation, non-profit corporation, limited liability company, partnership nor any other business, public or quasi-public entity.

**ARTICLE II. OFFICES**

The principal location of the Mayor's Youth Advisory Council shall be at the Office of the Mayor, 621 Cleveland Boulevard, Caldwell, Idaho 83605. The Mayor's Youth Advisory Council may have such other offices as the Executive Committee may designate or as the business of the Mayor's Youth Advisory Council may require from time to time.

**ARTICLE III. MEMBERS**

Section 1. **Regular Meetings.** The Mayor's Youth Advisory Council shall hold eighteen (18) regular meetings during the school year, two (2) in each of the months between September and May of the school year. The meetings shall be held on the first and third Wednesdays of the month at 6:00 p.m. unless otherwise noticed pursuant to these By-Laws.

Section 2. **Special Meetings.** Special meetings of the members, for any purpose or purposes, may be called by the Executive Committee.

Section 3. **Place of Meeting.** The Executive Committee may designate any place as the place of meeting for any meeting called by the Executive Committee. If no designation is made, or if a special meeting be otherwise called, the place of meeting shall be the principal location of the Mayor's Youth Advisory Council. Decision

Section 4. **Notice of Meeting.** Written or printed notice stating the place, day and hour of the meeting and, shall, unless otherwise prescribed by statute, be delivered not less than forty-eight (48) hours nor more than thirty (30) days before the date of the meeting, either personally, by e-mail, or by regular mail, by or at the direction of the chairperson, or the secretary, to each member of record entitled to vote at such meeting. The notice of a regular or special meeting of the Mayor's Youth Advisory Council shall specify the purpose of the meeting, including amendment to these By-Laws, or business to be transacted at such meeting and the agenda to be considered.

Section 5. **Quorum.** At least six (6) members entitled to vote, which must include a minimum of two members from each of the schools represented, shall constitute a quorum at a meeting of the members. If less than a quorum of such members is represented at a meeting, the members present shall adjourn the meeting. The members present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum, but only if a quorum was present at the time the agenda has been approved and attendance of the members has been taken. If a quorum is present at the time the agenda has been approved and attendance of the members has been taken, a majority of the members comprising the quorum is required for the Mayor's Youth Advisory Council to take action upon any item set forth in the approved agenda. Should the votes be evenly split, the Mayor shall cast a deciding vote.

Section 6. **Proxies.** At all meetings of members, a member may vote by proxy executed in writing by the member. Such proxy shall be left with the secretary prior to or at the time of the meeting.

Section 7. **Membership and Voting Rights.** Membership on the Mayor's Youth Advisory Council shall be comprised of five (5) voting members and five (5) alternate members from Caldwell High School and five (5) voting members and five (5) alternate members from Vallivue High School. All twenty (20) members and general members shall attend regular meetings. The Mayor's Youth Advisory Council may also have an unlimited number of general members. General members can be from either Vallivue or Caldwell High Schools and can take part in any committee they choose but are not voting members. Members shall serve until they resign or are otherwise ineligible for membership under these By-Laws. Nominees to fill vacancies in membership from either school shall be made by the existing Executive Committeemen from that school. If there is no Executive Committeeman from a school with a vacancy in membership, the members from that school shall make the nomination. Nominations for membership shall be subject to confirmation of the City Council. Members from each school shall designate their voting and alternate members which designation shall last for one (1) year. In the absence of any voting member at any meeting, and where the absent voting member has not arranged to vote by proxy pursuant to Section 6 of this Article, an alternate from the same school shall be deemed a voting member for that meeting.

Section 8. **Termination of Membership.** Any member of the Mayor's Youth Advisory Council may resign at any time, provided, however, that for courtesy and efficiency purposes, notice of resignation shall be in writing and copies given to the chairperson and the Mayor. Any member of the Mayor's Youth Advisory Council shall be deemed to have voluntarily resigned his/her membership automatically upon the occurrence of any of the following: 1) failing to be present at any four (4) or more regular meetings, unless a reasonable excuse acceptable to both a majority of the Executive Committee and the Mayor is provided; 2) failing to be enrolled at either Vallivue High School or Caldwell High School; and 3) failing to maintain good standing at the school in which such member is enrolled; provided, however, that a graduating senior may retain membership on the Mayor's Youth Advisory Council through August following such senior's graduation.

#### **ARTICLE IV. EXECUTIVE COMMITTEE**

Section 1. **General Powers and duties.** The business and affairs of the Mayor's Youth Advisory Council shall be managed by the Executive Committee. The Executive Committee shall be responsible for planning the agenda for the school year and for each of the regular meetings of the Mayor's Youth Advisory Council, setting and proposing potential subcommittees, and discharging any other responsibilities assigned by the Executive Committee or determined by majority vote of a quorum of the members of the Mayor's Youth Advisory Council.

Section 2. **Number, Tenure and Qualifications.** The number of executives on the Executive Committee shall be five (5) members of the Mayor's Youth Advisory Council. Executives shall be elected by secret ballot at the first regular meeting of the members of the school year, and the term of office of each director shall be one (1) year, commencing September 1 and continuing to August 31 of the following year, or until the first regular meeting of members of the following school year and the election and qualification of successors. The executives shall be nominated from among the members of the Mayor's Youth Advisory Council, and each school shall be represented on the Executive Committee. Any nominee for an executive office position must have served on the Mayor's Youth Advisory Council or a minimum of (1) one year. The Executive Committee shall consist of a chairperson, a vice-chairperson, a historian, a treasurer and a secretary, each of whom shall be elected by secret ballot of the voting and alternate members of the Mayor's Youth Advisory Council.

Section 3. **Regular Executive Committee Meetings.** A regular meeting of the Executive Committee may be held without other notice than this by-law, during or immediately following, and at the same place as each of the eighteen (18) regular meetings of the members. The Executive Committee shall provide, by resolution, the time and place for the holding of three (3) additional regular meetings during the months of June, July and August immediately following the school year without other notice than such resolution. Additional regular meetings shall be held at the principal office of the Mayor's Youth Advisory Council in the absence of any designation in the resolution.

Section 4. **Special Meetings.** Special meetings of the Executive Committee may be called by or at the request of the chairperson or other executive, and shall be held at the principal office of the Mayor's Youth Advisory Council or at such other place as the Executive Committee may determine.

Section 5. **Notice.** Notice of any additional or special meeting of the Executive Committee shall be given as outlined above in Article III, Section 4 of these by-laws. The notice shall specify the purpose of, or business to be transacted at, such a meeting and the agenda thereof.

Section 6. **Quorum.** A majority of the number of executives fixed by these By-Laws shall constitute a quorum for the transaction of business at any meeting of the Executive Committee, but if less than such majority is present, the attending executives may adjourn the meeting.

Section 7. **Election and Term of Office.** The executives to be elected by the members shall be elected annually by the members at the last meeting of the school year. Nominations for Executive Committee positions can only be made by voting and/or alternate members. Each executive shall hold office until resignation or termination in the manner herein provided.

Section 8. **Vacancies.** Any vacancy occurring on the Executive Committee because of resignation, removal, disqualification or otherwise shall be filled by secret ballot of a majority of the remaining voting members of the Mayor's Youth Advisory Council. An executive so elected to fill a vacancy shall be elected for the unexpired term of the predecessor in office.

Section 9. **Powers and Duties.** The powers and duties of the several officers shall be as provided from time to time by resolution or directives of the members.

The **chairperson** shall preside over and conduct all meetings of the Mayor's Youth Advisory Council and of the Executive Committee, determine agendas for the regular meetings of the Mayor's Youth Advisory Council and the Executive Committee, act as spokesperson for the Mayor's Youth Advisory Council, act as signatory on all documents for which the Mayor's Youth Advisory Council provides authorization to sign, delegate authority to any executive or member of the Mayor's Youth Advisory Council if circumstances so warrant, and act upon any other matters and in the manner authorized by the Mayor's Youth Advisory Council.

The **vice-chairperson** shall act in the place of the chairperson upon the chairperson's absence or inability to act as authorized herein, and take action as delegated by the chairperson.

The **historian** shall act as the record keeper of all activities of the Mayor's Youth Advisory Council, keep archives, and deal with media relations as chair of the standing Mayor's Public Relations Committee of the Mayor's Youth Advisory Council.

The **treasurer** shall chair the standing Finance Committee and be responsible for all financial matters of the Mayor's Youth Advisory Council including the budget, financial reports, vouchers, and the books or ledgers.

The **secretary** shall prepare the minutes of each meeting of the Mayor's Youth Advisory Council and Executive Committee prior to the next regular meeting, prepare and mail the notices of each meeting and prepare and enclose the agendas for each meeting with the notice of such meetings. Act in the place of the chairperson upon the chairperson and vice-chairperson's absence or inability to act as authorized herein, and take action as delegated by the chairperson.

A member of the Executive Committee who fails or refuses to fulfill the duties associated with his/her position may be removed from the Executive Committee by a two-thirds (2/3) majority vote of the voting members of the Youth Advisory Council.

Section 10. **Agendas.** Any member of the Mayor's Youth Advisory Council may submit a request for placement of an item on the agenda to any member of the Executive Committee for consideration at the next following regular meeting. Such request shall be placed on the agenda at the discretion of the chairperson and, if placed upon the agenda, shall be considered at a regular meeting determined by the by the Executive Committee, provided adequate and sufficient notice of the item for consideration has been given as set forth herein.

**ARTICLE V. SUBCOMMITTEES**

Section 1. **Standing committees.** The following subcommittees shall be standing committees, and their term shall be perpetual: the Executive Committee, Finance Committee and the Mayor's Public Relations Committee of the Mayor's Youth Advisory Council.

Section 2. **Ad hoc committees.** Any other subcommittees the Mayor's Youth Advisory Council determines are necessary shall be created for the limited term of the remainder of the school year and shall continue during such school year at the discretion of the Mayor's Youth Advisory Council. Such subcommittees shall be created by a majority vote of a quorum of members at any of the regular meetings of the members.

**ARTICLE VI. AMENDMENTS**

These By-Laws may be altered, amended, or repealed, and new By-Laws may be adopted by the Mayor's Youth Executive Council with prior written notice to the members as provided herein; provided, however, that such alterations, amendments or repeals first be authorized by a two-thirds (2/3) vote of all voting and/or alternate members of the Mayor's Youth Advisory Council, and provided further that vote by proxy shall not be permitted.

**ARTICLE VII. ADOPTION AND EFFECTIVE DATE**

The foregoing By-Laws were regularly adopted at a meeting of the Mayor's Youth Advisory Council, and thereafter ratified at a meeting of the City Council of the City of Caldwell. These By-Laws shall be effective as of the 1<sup>st</sup> day of September, 2000 as from time to time amended.

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Executive Committeeman

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