

Bylaws of the Killeen Youth Advisory Commission:

SECTION 1: There is hereby created a Youth Advisory Commission for the City of Killeen, Texas, consisting of thirty-five (35) members all of whom shall be students in the eighth through twelfth grade levels of the Killeen Independent School District service area.

SECTION 2: All Commission members will be selected via an open-application process at the beginning of the school year, and may serve in a nonofficial capacity until they take office in October. Applications may be submitted through the Killeen Independent School District, the Commission, or the City Council. Selection criteria will be based upon their abilities in leadership and community involvement. Prospective applicants will be interviewed by the Mayor, two City Councilmembers and one Youth Commissioner. The interview process should be completed no later than September 30th of the appointment year. If the above panel cannot complete the interviews by the stated time, the interviews will be made by the Killeen Volunteers, Inc. Executive Board. The selected Commissioners should include one representative of the eighth grade from each area middle school, and one from each ninth, tenth, eleventh, and twelfth grade levels from each high school. The remaining members shall be deemed at-large members. All members shall be appointed by the City Council.

SECTION 3: The term of office for each member shall be one year, or until his/her successor is duly appointed and qualified. Commission members shall be appointed as set forth in Section 2. However, whenever a vacancy occurs prior to the expiration of a term, an appointment shall be made by the City Council application review committee for the remainder of the unexpired

term, subject to confirmation by City Council.

SECTION 4: The Commission shall elect from its membership a Chairperson, Vice-Chairperson, Secretary, and Treasurer for one-year terms of office commencing the first meeting after being sworn into office. The Chairperson shall serve as a member of the Killeen Volunteers Incorporated Board of Directors. A member shall be eligible for reelection to any of these offices as long as he or she remains on the Commission.

SECTION 5: The function of the Commission shall be to serve as a liaison between City Council and the youth of the community on issues affecting youth, and to encourage the positive growth and development of youth by involving them in social, cultural, recreational, and other drug-and alcohol-free activities. When requested by City Council or the City Manager, the Commission shall give advice and assistance on matters concerning the needs of youth.

SECTION 6: The Commission shall hold meetings at least monthly from September to May of each year at times and places it may designate. All meetings of the Commission shall be in accordance with the Texas Open Meetings Law. At all meetings of the Commission, the presence of a majority of the Commissioners then in office shall be necessary and sufficient to constitute a quorum. Special meetings of the membership shall be called by the Chairperson or any two directors. No business other than that specified in the notice of the meeting will be transacted. The person or persons calling a special meeting shall notify the secretary of the information required to be included in the notice of the meeting. The secretary shall give notice to the directors as required in the Bylaws.

SECTION 7: In the performance of its function, the Commission is authorized to make recommendations to the City Council and the City Manager on:

- (a) Policy matters affecting the youth of the community;
- (b) Planning, organizing, coordinating, and carrying out drug-and alcohol-free social, cultural, recreational, and other activities for the youth of the community;
- (c) Establishing guidelines, rules and procedures for participation in such activities; and
- (d) Entering into agreements with entertainers, concessionaires, and other third parties as may be deemed desirable by the Commission within available funds and in accordance with applicable State and City laws and procedures.

SECTION 8: By May 31st of each year, the Commission shall submit to City Council a written report of its activities for the previous year and an annual plan of work for the ensuing year. These documents shall be retained as a part of the official City records.

SECTION 9: Subject to the approval of the City Manager, the facilities and personnel of the City shall be made available to assist the Commission in carrying out its functions.

SECTION 10: The Commission is authorized to amend its bylaws, rules and procedures for the conduct of its authorized activities, subject to the

approval of City Council.

SECTION 11: Commission members are subject to the attendance policy and procedure adopted by the City Council, (Section 2-118, Killeen City Code).

SECTION 12: The City Manager shall appoint a staff member to attend and be a liaison between the Commission and the City Council.

PASSED AND APPROVED at a regular meeting of the Killeen Youth Advisory Commission of the City of Killeen, Texas this 7th day of January 2003.

PASSED AND APPROVED at a regular meeting of the Killeen Volunteers, Inc., on the 28th day of January 2003 at which meeting a quorum was present, held in accordance with the provisions of V.T.C.A., Government Code, §551.001 *et seq.*

PASSED AND APPROVED at a regular meeting of the City Council of the City of Killeen, Texas this 4th day of March 2003, at which meeting a quorum was present, held in accordance with the provisions of V.T.C.A., Government Code, §551.001 *et seq.*

YAC BYLAWS – Adopted November 1993
REVISED October 1998
REVISED February 1999
REVISED March 2003