

**BY-LAWS
OF THE MAYOR’S YOUTH ADVISORY
COUNCIL OF THE CITY OF MOSCOW, IDAHO**

WHEREAS the youth of the City of Moscow, Idaho (hereinafter “the City”) constitute an underutilized source of ideas, knowledge and experience with respect to the City and its affairs; and

WHEREAS the Mayor of the City of Moscow (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 Moscow High School, Paradise Creek Regional High School, and Logos School are willing to devote their time and energy to 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 Moscow 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 City of Moscow, 206 E Third Street, Moscow, Idaho 83843.

ARTICLE III. MEMBERS

Section 1. **Regular Meetings.** The Mayor's Youth Advisory Council shall meet on the 2th and 4th Mondays 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.

Section 4. **Notice of Meeting.** Written or printed notice stating the place, day and hour of the meeting 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 email, 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 twenty (20) members entitled to vote, which must include a minimum of fourteen (14) members from Moscow High School, two (2) members from Paradise Creek Regional High School, and four (4) members from Logos School, 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 7. Membership and Voting Rights. Membership on the Mayor's Youth Advisory Council shall be comprised of fourteen (14) members from Moscow High School, two (2) member from Paradise Creek Regional High School, and four (4) member from Logos School. The Mayor's Youth Advisory Council may also have an unlimited number of general members. General members can be from Moscow High School, Paradise Creek Regional High School, and Logos School, and can take part in any committee they choose but are not voting members. General membership will be available for all students in grades 9-12 who are interested in being a part of MYAC. Members shall serve until they resign or are otherwise ineligible for membership under these By-Laws. All members shall attend regular meetings unless excused by the Chairperson.

Nominees to fill vacancies on the Mayor's Youth Advisory Council voting shall be made by the existing Executive Committee member(s) from the school with the vacancy. If there is/are no Executive Committee member(s) from a school with a vacancy in voting or alternate membership, the general members from that school shall make the nomination. Nominations are subject to selection by the Mayor and confirmation by the Mayor's Youth Advisory Council.

Members from each school shall designate their voting members at the first regular meeting in the fall of the new school year which designation shall last for approximately one (1) year for seniors and for two (2) years for juniors with terms ending until the first regular meeting in the fall of the following school year.

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 Mayor and Chairperson. 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 the Chairperson and the Mayor is provided; and
- 2) Failing to be enrolled at Moscow High School, Paradise Creek Regional High School, or Logos 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 members of the Executive Committee shall be five (5) members of the Mayor's Youth Advisory Council. Executives shall be elected by secret ballot at the last regular meeting of the members of every school year, and the term of office shall be one (1) year, commencing upon election and continuing until the last 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, Moscow High School, Paradise Creek Regional High School, or Logos School shall each be represented on the Executive Committee. 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 members of the Mayor's Youth Advisory Council. The Chairperson and Vice-Chairperson shall not be from the same school; the Chairperson shall be a senior class member and the Vice-Chairperson shall be a junior class member.

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 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. Additional regular meetings shall be held at the principal office of the Mayor's Youth Advisory Council.

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.

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 shall adjourn the meeting.

Section 7. **Election and Term of Office.** The executives 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, and/or 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 Executive Committee Officers shall include but are not limited to the following:

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 Mayor of the City of Moscow shall act as mentor and liaison for this position.

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 Vice-Chairperson shall be a junior level student and as such it is intended that the Vice-Chairperson will succeed the Chair after a year of service in the vice-chair position. The Mayor of the City of Moscow shall act as mentor and liaison for this position.

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 Assistant City Supervisor (PIO Designate) of the City of Moscow shall act as mentor and liaison for this position.

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, and books or ledgers. The Finance Director of the City of Moscow shall act as mentor and liaison for this position.

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. The City Clerk of the City of Moscow shall act as mentor and liaison for this position.

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 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 and chairs shall be standing committees, and their term shall be perpetual: the Executive Committee (MYAC

Chairperson), Finance Committee (MYAC Treasurer) and the Mayor's Public Relations Committee (MYAC Historian).

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.

Section 3. **Attendance at regular meetings.** Mayor's Youth Advisory Council Members who serve on standing or ad hoc subcommittees must attend the regular meetings of the Mayor's Youth Advisory Council in addition to subcommittee meetings. It is not sufficient for compliance with Article III, Section 8.1 for members to attend only subcommittee meetings. Members who fail to comply with the meeting attendance requirement of Article III, Section 8.1 may have membership terminated without regard to subcommittee meeting attendance.

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 approval by the Mayor of the City of Moscow, 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 Moscow. These By-Laws shall be effective as of the _____ day of _____, 2018.

PASSED AND APPROVED by the Mayor of the City of Moscow, Idaho, this 5th day of March, 2018.

Bill Lambert, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

Executive Committee Chairperson

Executive Committee Vice-Chairperson

Executive Committee Historian

Executive Committee Secretary

Executive Committee Treasurer