

City of Cottage Grove  
Youth Advisory Council  
Adopted - April 18, 2005  
Amended – March 16, 2018

**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 no more than 17 voting members selected by the manager from applicants that live within the South Lane School District.
  - 2. Applicants can be any 7<sup>th</sup> to 12<sup>th</sup> grade age youth. Applicants do not have to attend a South Lane School District school.
  - 3. YAC members will be selected to represent the cultural and geographic diversity of the City of Cottage Grove citizens.
  - 4. 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 may be removed by vote of 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.
  - 3. Shall share the duty to monitor YAC members' attendance with the Secretary.
- 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.
  - 3. Treasurer shall fulfill the responsibilities of the Secretary in the Secretary's absence.
- E. Youth Representative to the City Council
  - 1. The Youth Representative to the City Council will rotate among members of the YAC and will be selected at YAC meetings prior to the scheduled City Council meetings.
  - 2. The Youth Representative to the City Council or to other City Committees shall attend and serve as a liaison between the YAC and the City Council or City Committee.
  - 3. Youth Representatives shall report to the YAC the business conducted at the City Council or City Committee at the following YAC meeting.

## **Article 6: Committees**

- A. The YAC may establish committees or "task forces" as needed to organize events, activities, programs or to distribute information.
- B. The YAC may 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 when appropriate. All meeting conduct 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 may make provision for community comment at regular or special meetings and may at its discretion limit the time of discussion and refer to the appropriate committee for responses.
- G. Minutes of the YAC meetings may be kept for each meeting. The minutes shall note the members present, topics discussed, votes taken and the voting position of each member.

### **Article 8: Approval and Amendments**

- A. These bylaws shall take effect 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. Vote may occur at any regular meeting.