



PINETOP-LAKESIDE MAYOR'S YOUTH ADVISORY COMMITTEE

BY-LAWS

ARTICLE I

Name

The name of this group shall be the Pinetop-Lakeside Mayor's Youth Advisory Committee, hereinafter referred to as MYAC.

ARTICLE II

Purpose

The purpose of the MYAC shall be to be a voice for youth in the community, to bring youth issues to the Town Council, to assist the Town Council in understanding youth concerns, to learn about civic processes, to gain experience in governance, to become leaders in the community, and to assist and advise boards, committees, and commissions on issues deemed appropriate by the Council. The MYAC is advisory in nature.

ARTICLE III

Members

The MYAC shall be composed of seven to nine members. Members shall be appointed by the Mayor. All members must reside within the Blue Ridge School District boundaries and be enrolled in grades nine through twelve in any type of secondary education program. The MYAC membership shall consist of three (3) seniors, three (3) juniors, Two (2) sophomores, and one (1) freshman. Members serve one-year terms (August 1 – July 31) which may be renewed by submitting a letter of interest.

The Town of Pinetop-Lakeside does not discriminate on the basis of race, color, religion, disability, gender, sexual orientation, age, or national origin.

The eligibility requirements of the Blue Ridge School District will be followed.

ARTICLE IV Officers

The Chairperson facilitates the meetings, represents the committee at community events, communicates with the Town Council's designated committee liaison, assigns Project Coordinators, and coordinates meeting agendas.

The Vice Chair serves as Chairperson when the Chairperson is unable to fulfill his or her duties, assists the Chairperson in all duties, coordinates special events and communicates status to Chairperson, and serves as Chairperson of the Recruitment Committee.

The Secretary records issues discussed and completed at each meeting, distributes minutes and meeting announcements, works with Town staff to ensure agendas are properly posted, and corresponds for the Committee as needed.

The Financial Secretary shall be responsible for maintaining the financial records of the MYAC, reporting at all meetings, and serving as Chairperson of the Fundraising Committee.

The Historian shall be responsible for collecting (which shall include taking pictures at all events), and cataloging all pertinent information for the MYAC. In the event the Historian cannot attend a function, he/she will appoint someone to take the pictures at said event.

Project Coordinators will be appointed project by project and will be responsible for planning and implementing community service projects and special events.

Elections

Officers shall be elected by the members and ratified by the Mayor. Elections shall be in August of each year except for the first year, which shall be no later than October. Elections shall be by ballot unless there is only one person nominated for each office, when a voice vote is permissible. The officers shall serve for one year or until their successors are elected.

Vacancies

If the position of Chairperson becomes vacant during a term, the Vice Chairperson will assume the position. If the position of Vice Chairperson becomes vacant during a term, the position would be filled by appointment by a vote of the Youth Advisory Committee Members. Efforts will be made to fill vacant committee positions as they occur. Applications will be accepted continuously. All applications received by the announced deadline will be considered for that admission period.

ARTICLE V
Meetings

Regular Meetings

The MYAC shall hold regular meetings from 7:00 to 8:00 a.m. on the 2nd Thursday of each month at Town Hall and alternately, if needed, from 7:00 to 8:00 a.m. on the 4th Thursday of each month, from August through May. June and July meetings will be called by the committee as deemed appropriate.

Special Meetings (with notice)

Other special meetings may be called by the Chairperson, at the request of four or more members, or at the request of the Mayor, with prior notice of one week, if possible.

Quorum

A quorum for a regular meeting shall be one-half of the current number of members. A decimal shall be rounded up. A membership of nine will require a quorum of five members present.

Attendance at Meetings

Attendance at regular meetings is mandatory. If a member is going to be absent from a meeting it is their responsibility to contact the Chairperson, the Mayor, or the Town Clerk. If a member has two unexcused absences from meetings the committee will discuss the member's further participation on the committee. Members may set additional policy regarding attendance standards by majority vote. A policy sheet will be kept current and available to all members.

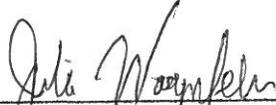
ARTICLE VI
Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall govern in those instances not in conflict with the Town ordinances, rules, and regulations or the laws of the State of Arizona.

ARTICLE IX
Amendment

These By-laws may be amended at any regular meeting by a two-thirds vote provided the amendment has been submitted in writing at the previous regular meeting.

The foregoing By-laws were revised and adopted on the _____ day of September 2013.



Julia Wagenfehr Secretary