



**TOWN OF 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 provide 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. Reasonable effort shall be made to choose the same number of students from each grade level (9-12). Members serve one-year terms (June 1 — May 31) which may be renewed by submitting a letter of interest in March. Those members from the ninth grade shall be mentored by a twelfth grader and will begin at midyear.

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 Treasurer 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 pictures at the 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 June of each year. Elections may be in August if no meetings are held in June or July. 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. Each year applications will be accepted, and applicants interviewed in May to fill positions vacated by graduating Seniors or members not continuing for the next year.

## **ARTICLE V Meetings**

### **Regular Meetings**

The MYAC shall hold regular meetings from 7:00 a.m. to 7:45 a.m. on the 2<sup>nd</sup> Thursday of each month at Town Hall and alternately, if needed from 7:00 to 8:00 a.m. on the 3<sup>rd</sup> Thursday of each month, from May through August. 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 said member will automatically be removed from the committee. School events, sickness or a death in the family all qualify as excused absences. Members may set additional policy regarding attendance standards by majority vote. A policy sheet will be kept current and available to all members.

**Annual Presentation**

The MYAC will make an annual presentation to the Town Council every April regarding the prior school year MYAC accomplishments, projects and future goals.

**Publication of Agenda & Minutes**

The Secretary of MYAC shall be responsible for coordinating with the Town Clerk to post agendas & minutes the week before the scheduled MYAC meeting monthly. The Town Clerk will be responsible for posting these items in the appropriate locations.

**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-third's vote provided the amendment has been submitted in writing at the previous regular meeting.

The foregoing By-laws were revised and adopted on the 14<sup>th</sup> day of April, 2022.

*Shayla Grzelak*  
Shayla Grzelak  
Secretary