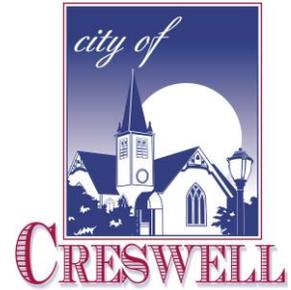


City of Creswell

Youth Advisory Council Bylaws



Article 1: Name

- A. The name of the organization is the Creswell Youth Advisory Council hereinafter referred to as CYAC.

Article 2: Mission and Purpose

- A. The mission of the CYAC is to provide local youth an active voice for the City of Creswell and to improve youth involvement in the community.
- B. The Purpose of the CYAC is to:
 - 1. Educate youth on City related matters.
 - 2. Inspire and motivate youth to be active in their community.
 - 3. Improve communication between youth and the City of Creswell.
 - 4. Advocate for the needs of youth.
 - 5. Identify and carryout events that are important to youth.

Article 3: Recognition and Authority

- A. The CYAC is recognized by the City of Creswell as an advisory committee, providing Creswell's youth an active voice in decisions made regarding City related programs and services.

Article 4: Membership

- A. Composition:
 - 1. The CYAC shall have at least 10 and no more than 15 voting members who are selected by current members of the CYAC from applicants that live within the Creswell School District.
 - 2. Any youth who is grade 6-12 and lives within the Creswell School District is eligible for membership.
 - 3. CYAC members will strive to represent the cultural and geographic diversity that is found within the City of Creswell and the Creswell School District.

4. Members of the CYAC shall serve one year terms.

B. Participation Standards:

1. Any member of the CYAC missing two consecutive CYAC meetings unexcused or three non-consecutive CYAC meetings unexcused shall be removed from the Council at the discretion of active CYAC members.
2. Pre-arranged absences are not counted as unexcused, however the member must contact an active CYAC member prior to the meeting.

Article 5: Officers

A. Election of Officers:

1. Election of CYAC officers shall occur in a democratic majority process.

B. Removal and Resignation:

1. Any officer may be removed, with or without cause, by the CYAC. Any officer may resign at any time by giving written notice to the CYAC. Any such resignation will take effect the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

C. Vacancies:

1. Any vacancies which occur shall be filled as soon as possible through the announcement of openings. In the event of a vacancy in any office rather than that of the President, such vacancy may be filled temporarily by appointment of the President until such time as the board shall fill the vacancy.

D. Further Approval:

1. Sections A, B and C of Article 5 shall occur with further approval of the Mayor with consent of City Council as per Section 10 of Resolution No. 2007-05.

Article 6: Duties of Officers

A. President:

1. The President shall be responsible for facilitating meetings and ensuring that the CYAC is working together toward its mission and purpose. He/she is responsible for creating agendas based on current issue of the CYAC and topics from previous meetings.

B. Vice-President:

1. The Vice-President shall assist the President and fulfill the responsibilities of the President if necessary.

C. Secretary:

1. The Secretary shall keep meeting minutes, record attendance and assist the President in setting the agenda.

D. Treasurer:

1. The Treasurer shall keep records of funds raised and spent on CYAC projects and activities, and report such activities to the CYAC at each meeting.

E. Youth Representatives to City Council:

1. There shall be at least one and no more than three Youth Representatives to City Council. Youth Representatives to City Council may hold other positions within the CYAC. Youth Representatives to City Council shall attend Creswell City Council meetings and serve as liaisons between the CYAC and City Council.

F. Committee Chairs:

1. Committee Chairs are responsible for the organization of their respective committees. They report to the CYAC about their committee's efforts. They also serve as meeting coordinators.

Article 7: Committees

- A. The CYAC shall establish committees or task forces as needed to organize events, activities, programs or to distribute information.
- B. The CYAC shall select members to serve on committees.
- C. Committee Chairs shall be appointed by the CYAC President and ratified by a majority of the CYAC.
- D. Committees may meet outside regular CYAC meetings.
- E. Committee Chairs or other committee representatives shall provide regular reports on committee functions to the CYAC.

Article 8: Meetings

A. Frequency:

1. Regular meetings of the CYAC shall be held at least monthly and more often as agreed to by a majority of the members. Meetings shall begin at 6:00pm and will be held at the Creswell Community Center. Meeting time and place may be altered by majority vote of active CYAC members.

B. Voting:

1. CYAC meetings shall generally follow basic parliamentary procedures and shall be based on principles of respect and consideration of each member of the CYAC.
2. Decisions of the CYAC shall be made by a majority vote process.
3. A majority of the CYAC will be 50% of the members present plus one.
4. A quorum of the CYAC will be 50% of the members.

C. Community Comment:

1. The CYAC shall make provision for youth comment at each regular meeting and may at its discretion limit the time of discussion and refer to the appropriate committee for response.

D. Minutes:

1. The minutes of the CYAC will be kept at each meeting and approved by the board. The minutes shall note the members present, topics discussed, and votes taken.

Article 9: Approval and Amendments

- A. These bylaws shall take effect immediately after adoption by a majority vote of the CYAC and further approval by Creswell City Council.
- B. These bylaws may be amended by majority vote of the CYAC and further approval by Creswell City Council.