



BY-LAWS OF THE CITY OF HILLSBORO YOUTH ADVISORY COUNCIL

Article I: Name

The name of the organization is the Hillsboro Youth Advisory Council hereinafter referred to as YAC.

Article II: Mission and Purpose

Section I. The mission of the YAC is to serve and improve the Hillsboro community through positive activities, appreciating diversity, advising policy, and forming more supportive relationships between youth and local government.

Section II. The purpose of the YAC is to:

- A. Find creative ways to educate the general public concerning issues affecting Hillsboro's youth.
- B. Provide review and comment to elected officials and City decision-makers regarding public issues, projects, and proposals that have an impact on youth.
- C. Develop, organize, and participate in community projects and positive activities involving youth.
- D. Work with the Mayor, City Council, City Departments, Chamber of Commerce, civic clubs, and other community organizations to create civic engagement opportunities for local youth.

Article III: Recognition and Authority

Section I. The YAC is enacted on a year-to-year basis by the City Council.

Section II. Despite YAC's inherent connection to the City of Hillsboro, these by laws only serve to implement a framework for the actions of YAC. Furthermore, all actions of YAC do not necessarily represent the Mayor, an official, or staff member working for the City of Hillsboro.

Article IV: Membership

- A. Composition:
 1. The YAC membership consists of at least 20 students from local schools within the Hillsboro School District.
 2. Any youth in grades 9-12 who lives within the Hillsboro School District is eligible for membership.
 3. The members will work to reflect the cultural and geographic diversity of Hillsboro citizens.
 4. Members of YAC shall serve one year terms.
- B. Participation Standards:
 1. YAC members are expected to attend every meeting.
 2. If a member cannot attend a meeting and/or event, s/he must let the Co-Chairs or Advisor know by the day of the meeting and/or event.
 3. If a member acquires more than one unexcused absence and/or three excused absences, that person's continuation as a YAC member will be reviewed by the officers and the YAC advisor. An extra absence will indicate that the member has chosen to resign.
 4. If a member acquires more than three absences throughout the term, they are no longer eligible to participate in scholarships, internships, or events paid by the City of Hillsboro.



5. A review process will consider the amount of volunteer events attended, as well as leadership roles taken by the member—a final decision will be reached within two weeks whether or not to terminate the member’s position on the Council.
 6. If a member resigns or is voted off YAC for absences, their position will be filled from the list of applicants who were not accepted for the current term. No vacancies will be filled after the second meeting in December.
- C. Termination of Membership:
1. A member of YAC may resign at any time; given that for courtesy and efficiency, s/he has submitted a written notice of resignation with copies for the co-chairs and YAC advisor.
 2. The member acquires more than one unexcused absence and/or three excused absences over the period of one YAC year.
 3. The member fails to maintain good citizenship at school and in the community where the member resides.
 4. The member is disruptive to the efficiency of the board and/or does not follow through with commitments.

Article V. Officers

- A. Election of Officers:
1. Election of YAC officers shall be a democratic process.
 - a. The Co-Chairs will be elected first, followed by the Ambassador, Secretary, and Web Administrator/Historian—in that order.
 2. Election of new officers will occur prior to the last meeting of the year.
 3. Any member wishing to run for office will inform the advisor and co-chairs by email, text, or in person by the end of April. A person may run for two offices.
 - a. A brief 250-300 word statement by each candidate will be emailed to current members.
 - b. The election will consist of speeches and a Q&A period.
 4. The advisor will have ballots with each candidate’s name typed into a table. After all of the speeches for a particular office have been given, everyone will be asked to fill out that section of their ballot by clearly marking the name of the person they want to hold the office or Writing In the name of another member.
 - a. Members will vote for their top choice—a winner will be announced at the following meeting to the complete membership. Prior to this, candidates will be informed via email.
 - b. If the mark is unclear or there is a question regarding the integrity of the ballot, the advisor may choose to discard the ballot or contact the member who filled it out.
 5. Each candidate for elected office must make a brief, two minute speech to the full membership prior to the election of officers even if running unopposed.
 - a. Speeches shall include information about the candidates’ background, interests, and how their goals for the YAC relate to the YAC’s mission and purpose.



- b. After all candidates for a particular office have given their speech, there will be a questioning period during which time any member can ask questions of any or all candidates. This questioning period will be a minimum of five minutes, with 2 minutes of time added for every candidate if there are more than 2 candidates. The advisor will call on members to ask a question and moderate the discussion, and has the right to turn this duty over to the Co-Chairs if the advisor feels it will not interfere with the integrity of the election.
6. Terms of all officer positions shall be for one year, but all persons are eligible for re-election.

B. General Powers and Duties:

1. *Co-chairs:* The Co-chairs must have one year of experience on the Council and shall be the conveners of all YAC meetings and events. In addition, the co-chairs will be in charge of organizing meetings and community work time. Through a joint effort, the co-chairs shall be responsible for the independent preparation of creating agendas based on current issues of the YAC and topics from previous meetings.
 - a. *Final decisions:* Co-chairs will be given the right to have the final say in certain issues along with the right to change the bylaws when necessary. These decisions must be overlooked by the Advisors, who may veto changes or decisions if it interferes with the integrity of the group.
 - b. *Decision reversal:* If the general census of the board views a decision of the co-chairs as unfair through a democratic majority vote, the co-chairs decision may be reversed.
2. *Secretary:* The secretary shall keep meeting minutes, record attendance, and assist the co-chairs in setting the agenda. The secretary is required to send out minutes within 72 hours of the meeting. If the secretary is unable to attend a meeting, he or she must notify someone on the board to be the temporary secretary. His or her position will be reconsidered if they fail to promptly send out minutes more than three times.
3. *Web Administrator/Historian:* The web administrator/historian has the responsibility of updating one of the YAC social media outlets 2 times per month unless instructed otherwise. At YAC events, he or she should be willing to take photographs of the event for future reference.
4. *Ambassador:* the ambassador will be in charge of community relations. S/he will contact the local papers when YAC is participating in significant events and take interviews whenever prompted. The holder of this position must be well versed in all aspects of YAC, including past, current, and future projects. S/he will also lead the reports YAC periodically gives to the City Council and School Board.
5. Attendance policy: Officers are only allowed to have two excused absences throughout the entire YAC year. No unexcused absences are permitted.
6. If an officer is found to be derelict in her/his duty, the members will meet with the advisor to discuss the officer in question, and there will be hearing at the 1st Tuesday special meeting where the officer will be asked to give an explanation, followed by a re-vote.



Article VI: Committees

- A. The YAC shall establish committees or task forces as needed to organize events, activities, programs and/or distribute information that align with YAC mission and purpose. The decision to form a committee will be at the discretion of the Co-Chairs.
- B. The YAC shall select members to serve on committees.
- C. Committee Chairs shall be appointed by the YAC Co-Chair and approved by the YAC advisor.
- D. Committees may meet outside regular YAC meetings.
- E. Committee Chairs or other committee representative shall provide regular reports on committee functions to the YAC.

Article VII: Meetings

- A. Frequency:
 - 1. YAC shall hold regular meetings on the 2nd & 4th Tuesdays lasting from 5:00 pm – 7 pm unless otherwise indicated.
 - 2. Additional special meetings may be called throughout the year.
 - 3. Officers will meet as a group once a month to discuss the progress of YAC and future activities. Subcommittees will meet at their discretion, and are responsible for communicating their progress to all members.
- B. Voting:
 - 1. Decisions shall be made by a majority vote of the members present. At least 50% of the membership must be present in order for the vote to take place.
 - 2. The meeting process shall generally follow a democratic majority process.
- C. Minutes:
 - 1. Minutes shall be kept at each meeting and shall note the members present, topics discussed, and votes taken. Minutes will be approved by the YAC at the next regularly scheduled meeting.
- D. Notice of Meeting:
 - 1. Written, oral, or printed notice stating the place, time, and date of special or regular meetings shall be sent out no less than 48 hours before the date of the meeting to each member of record and shall specify the purpose of the meeting.
- E. Communication: For communication purposes, YAC will ensure effective communication by utilizing email, text messaging, social media, and the YAC website. If YAC fails to achieve effective communication through email, text messaging, social media and the YAC website, a phone call shall stand to be the fifth source of communication. Hence, all members must agree to check their email at least four times a week, and always the day before a YAC meeting or event. When questions still exist, YAC members should check Facebook or the YAC website for further information.
- G. Participation Standards:
 - 1. Sign and abide by the YAC bylaws.
 - 2. Participate in at least three fourths of YAC events and preparation sessions held outside of official meetings.



3. When assigned jobs by any officer, YAC members must follow through and complete their assignment by the set deadline.
4. Memberships shall be for a term of one year from July through June. YAC members shall apply by April for each year.

Article VIII: Staff Liaison

- A. The Advisor to the YAC will be a City staff member designated by the city. There may be more than one Advisor to YAC.

Article IX: Approval and Amendments

- A. These bylaws shall take effect immediately after the YAC adopts them by a majority vote. These By-laws may be amended by the YAC at any meeting following approval by the Advisor.