

**BY-LAWS
CITY OF NORTHFIELD
MAYOR'S YOUTH COUNCIL**

ARTICLE I – THE COMMISSION

Section 1. Name of Commission. The name of the commission is the Mayor's Youth Council (the "MYC").

Section 2. Authorization. The MYC is established pursuant to City Code Section 2-375.

Section 3. Purpose. The MYC acts in an advisory capacity to the City Council for the purposes of advising the City Council on perspectives and issues important to Northfield youth in order to ensure a youth voice in civic affairs, and working with community partners and other youth initiatives to help design and recommend to the City Council solutions and options to address opportunities and areas of concern in the Northfield community.

Section 4. Membership. The MYC consists of eighteen (18) volunteer, voting members appointed by the Mayor and subject to approval of the City Council. Member's term is for the period the member is enrolled in and attending high school until the appointed member graduates from high school, provided such member continues to meet the qualification of membership. Membership is by application only made to the Adult Advisor on application forms approved by and available from the Adult Advisor. Members shall be appointed and reappointed annually. All applications to serve on the MYC shall be completed and submitted to the Adult Advisor annually. Members will be selected for appointment yearly from the applications timely received by the Adult Advisor for subsequent recommendation to the Mayor of the City. All applications will be assembled by the Adult Advisor and anonymously submitted for review and scoring by the current members of the MYC and the Adult Advisor. Recommendations for appointments to fill vacant or expired positions are made to the Mayor based on scores and the desire to create a MYC that is gender, ethnic and age diverse. Members shall thereafter be appointed by the Mayor, with the approval of the City Council. Members may be removed from the MYC by the Adult Advisor in the event of violation of or failure to comply with the qualifications to serve as required in City Code.

Section 5. Adult Advisor. The City Council, in its discretion, may either appoint or contract with an individual or organization, qualified to serve, as the Adult Advisor. The Adult Advisor will provide services, including but not limited to; i) serving as a liaison between the MYC and City Council, and ii) assisting and facilitating the application and removal process for members of the MYC, and the meetings and operation of the MYC. The Adult Advisor shall coordinate all activities through City staff as designated by the City Administrator. If the Adult Advisor is an organization, the organization can designate one or more employees of the contracting organization to provide the required Adult Advisor services.

Section 6. Non-Voting Members. Any ex-officio member of the MYC from the City Council or from the community shall have no voting privileges but may participate in discussions of the MYC.

Section 7. Resignation. Any member wishing to resign from the MYC shall give a written notice of resignation to the Mayor, the Adult Advisor and the MYC Chair/co-chairs. Thereafter, the MYC shall proceed to fill the vacant position in accordance with the process contained herein.

Section 8. Code of Ethics, Code of Conduct and Conflict of Interest. Members are subject to the City's Code of Ethics contained in Chapter 2, Division 2 of the Northfield City Code and the Code of Conduct/Participation Agreement. All members are expected to annually sign and adhere to the Code of Conduct/Participation Agreement.

ARTICLE II – OFFICERS

Section 1. Officers. The officers of the MYC shall be a Chair or Co-Chairs, a Secretary or Co-Secretaries, and Directors of the established committees for the year. All officers shall be voting members of the MYC and shall be elected by the MYC members annually.

Section 2. Election of Officers. At the last meeting of the Council in each school year, the Chair shall open the floor for nominations for the offices of Chair/Co-Chairs, Secretary/Co-Secretaries and Committee Directors for the upcoming year. Election of officers shall occur during this meeting.

Section 3. Chair/Co-Chairs. The Chair/Co-Chairs shall preside at all meetings of the MYC, develop meeting agendas, be the face(s) of the MYC by representing the MYC out in the community, and perform all other duties of the presiding officer.

Section 4. Secretary/Co-Secretaries. The Secretary/Co-Secretaries are responsible for taking all meeting notes, maintaining the minutes and the committee reports. The secretary and the Adult Advisor shall keep minutes and maintain permanent records of every meeting of the MYC, and shall submit minutes for approval at each successive meeting. Copies of the minutes of all meetings shall be filed with the City Clerk.

Section 5. Committee Directors. Committees are subject to creation by the MYC and to change as determined by the MYC, but each MYC committee will have a Director. It is the responsibility of the Directors to ensure the success of their committee and communicating the work of their committee to the entire MYC.

Section 6. Vacancies. Should any of the offices become vacant, the MYC shall elect successors at the next regular meeting, or at a special meeting called for such purpose, and such elections shall be for the unexpired terms of each office.

Section 7. Additional Duties. The officers of the MYC shall perform such other duties and functions as may from time to time be required by the MYC or the by-laws or rules and regulations of the MYC.

ARTICLE III – MEETINGS

Section 1. Regular Meetings. Regular meetings of the MYC shall be held as prescribed by resolution, which resolution shall state the day, time and location of all regular meetings. Notice of all meetings of the MYC shall be given in compliance with applicable law.

Section 2. Attendance. MYC members shall attend all regular and special meetings. Members shall report to the Adult Advisor when they will be absent from a meeting. All members are expected to adhere to the MYC Commitment Pledge for Attendance signed at the beginning of the year, including the attendance expectations outlined therein.

Section 3. Special Meetings. Special meetings may be called by the Chair and/or Co-Chairs or any seven (7) members of the MYC for the purpose of transacting any business designated in the notice. The notice for a special meeting other than an emergency meeting must be made in accordance with applicable law and delivered to each MYC member at least three (3) days before the date of such meeting. If the notice is mailed to MYC members, it must be mailed at least six (6) days before the date of such meeting. If a special meeting is needed on an emergency basis because of circumstances which in the judgment of the MYC require immediate consideration, notice of the meeting by telephone or other means shall be given to MYC members as soon as is reasonably practicable and such meeting shall otherwise be noticed as required by applicable law. At any such special or emergency meeting, no business shall be considered other than as designated in the notice of meeting.

Section 4. Quorum. Ten (10) members of the MYC shall constitute a quorum for the purpose of conducting the business and exercising the responsibilities of the MYC and for all other purposes, provided that a smaller number may adjourn from time to time until a quorum is present, but no official action of the MYC may be taken without a quorum present. When a quorum is in attendance, action may be taken by the MYC upon a vote of majority of the members present, except that passage of resolutions shall require ten affirmative votes.

Section 5. Rules of Order. The meetings of the MYC shall be governed by the most recent edition of Robert's Rules of order, unless such Rules are suspended by a majority vote of a quorum of MYC members present.

ARTICLE IV – AMENDMENT OF THE BY-LAWS

Section 1. Procedure. These bylaws may be amended by the MYC by a two-thirds vote of all voting members, provided that notice of the proposed amendment was emailed to each member at least one week prior to the meeting at which the vote was taken. All amendments shall be effective immediately after the vote, unless a different effective date is specified in the resolution proposing the amendment.