

CITY OF JACKSON
MAYOR'S YOUTH COUNCIL BY-LAWS

ARTICLE 1

MEMBERSHIP

Section 1 – Representation

A total of no more than ten (10) ten students will serve on the City of Jackson Mayor's Youth Council. This represents one (1) student from each high school in Jackson, Madison County. Membership will be chosen from a diverse representation reflecting the community.

Section 2- Membership Qualifications

All members must be a current junior in a Madison County high school during 2019-2020 calendar school year and live in Jackson Madison County, Jackson, TN. Members must have at least a 2.5 GPA and have a passion for serving in the community. Members must also have a desire to develop his/her leadership potential among their peers.

Section 3-Term Limits

Members shall serve during the 2019-2020 school calendar, or until the student transfers or graduates from high school. Should a member transfer to another school during their term, they may stay on the Youth Council until their term ends, provided they meet the requirements under section 2 of this article.

Section 4-Application Process

Members shall be chosen through an application process. Interested parties shall complete a simple application form, attach one letter of recommendation, and attach an official/unofficial copy of transcript or other school issued verification of accumulative grade point average. The Mayor's office shall review the applications and select members for the Youth Council.

Section 5-Conduct

Each member of the City of Jackson Mayor's Youth Council must conduct himself or herself in a positive, friendly, and law-abiding manner at all times. Be respectful of themselves and others, be professional, accepting, open-minded, and be a team player.

ARTICLE II

OFFICES

Section 1 –Offices

The Mayor or Community Relations Liaison will serve as temporary chair for purposes of presiding over the election of the Chairperson. The council shall elect from its members, a Chairperson,

Vice-Chairperson, and Council Secretary. The candidate receiving the majority vote from the members is elected.

Section 2-Officer Duties

The duties of the officers shall be as follows:

The Chairperson leads the council, presides over the meetings and serves as the primary spokesperson, develops agendas, and works with members and advisors to recommend, develop, plan, and implement projects and activities with assistance from the Mayor and or Community Relations Liaison.

The **Vice Chairman** shall assist the Chairperson in leading the council and perform the duties and exercise the power of the Chair during the absence of the Chair.

The **Secretary** shall conduct the roll call at the start of the meeting and shall preside at the meetings, perform the duties and exercise the power of the Chair during the absence of both the Chair and Vice-Chair.

Section 3 –Election of Officers

The officers of the Youth Council shall be elected annually. The officers of the Youth Council shall be elected by a majority vote of the voting members present.

Section 4-Term of Officers

The term of all offices provided for in Section 1 shall be for one year; however, all officers shall continue to hold office until the successors are elected.

Section 5-Vacancies of Officers

Should a vacancy occur in an office by resignation, removal or by some other reasons, the office shall be filled by an election for the vacant office at the next regular meeting. Three (3) unexcused absences, no communications with the Community Relations Liaison as to why you can't attend a schedule meeting, or misconduct constitute reasons for removal from council. *(revised April 16, 2020)*

ARTICLE III

MEETINGS

Section 1-Regular Meetings

Regular meetings for the Mayor's Youth Council shall be held once a month on the second Tuesday of the month, between the hours of 10:00 a.m. and 11:00 a.m. at City Hall, 101 East Main Street, Jackson, TN. in the Mayor's Conference Room on the third floor.

Section 2 -Order of Business: The Youth Council Chairperson will call the meeting to order. Before proceeding, the roll of the members shall be called and the names of those present and absent will be entered into the minutes. The order of the business is as follows:

- Council meetings open with Chair calling the meeting to order followed by the Pledge of Allegiance.
- Roll Call by the Secretary.
- The Chair will then move to the Council agenda.
- The Secretary will call each item on the agenda, reading the summary to the Council. The Chair will then call for discussion from Council members, followed by a vote on items that need Council action.
- A Council meeting vote will consist of members present. Majority of voting members present, rules.
- After all items have been considered and the agenda is complete, the Chair will open the floor to any members who would like to make announcements, share information or bring up new business.
- The Chair will then adjourn the meeting.

Section 3- Conduct of Members

No member of the Mayor's Youth Council shall interfere with the orderly progress of the meeting by leaving his or her seat or engaging in unnecessary conversation.

Section 4-Attendance

Attendance at regular youth council meetings is expected from all members. If a member cannot attend due to sickness or for a duly authorized reason, the member shall notify the Mayor or Community Relations Liaison who shall notify the Chair of the Mayor's Youth Council. Any member who does not answer roll call will be recorded as absent.

ARTICLE IV

COUNCIL ACTIVITIES

All members of the Mayor's Youth Council will participate in citywide community volunteer service projects/events.

ARTICLE V

CERTIFICATE OF COMPLETION

All Youth Council members who have successfully completed the requirements laid out in these bylaws will be presented a certificate from Mayor Scott Conger at a City Council Meeting at the end of the program.