

## Cortez Youth Commission Bylaws

### Article I. Purpose/Mission

- A. To serve all young people in the area and fight to make change within the community for the greater good. The Cortez Youth Commission will have a voice in what goes on in the community.
- B. To bring activities to the youth in the community. We hope to reinvent the wheel through creativity and ingenuity in our approach to youth activities.
- C. We would like to create a positive outlet for youth in the community. We would like to promote a positive image of Cortez within the greater region by addressing alcohol and drug abuse among youth, along with other challenges facing today's youth.
- D. We will always value diversity, encourage kids to be themselves, and help youth prepare for adulthood.

### Article II. Membership

- A. The Youth Commission will consist of fifteen members, ranging from ages 14-19.
- B. If interest in joining the Commission exceeds the fifteen member positions, the Commission may designate up to three alternate members. The alternates may fill vacant Youth Commission positions.
- C. Commissioner positions are available to all students within Montezuma County.
- D. Commissioner positions renew annually. Alternates that are positioned to move into a Commissioner role are encouraged to participate in Youth Commission meetings prior to the end of the term.

### Article III. Meetings

- A. The Commission meetings will be held twice a month on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of every month. Each meeting will be limited to 1 ½ hours.
- B. Meeting times may differ in the summer.

### Article IV. New Membership

- A. Youth may apply to be on the Commission at the beginning of the school year. Applications will be due the Wednesday of the third week in September.
- B. The entire Youth Commission will review new member applications.
- C. Applicants must go before a panel of Youth Commission Officers for oral interviews as part of the application process. Following the oral interviews, the Youth Commission will take their recommendations to City Council.
- D. New members need to be appointed to the Commission by City Council at a regular City Council meeting.

- E. Interested students must write a short response answering why they want to join the Youth Commission and what they hope to get out of joining the Youth Commission. Applications must be fully completed for the student to be considered for the Youth Commission position.
- F. Prior to eligibility, students between the ages of 12-13 are encouraged attend Youth Commission meetings.

#### Article V. New Member Outreach

- A. Youth Commissioners will recruit students by handing out flyers and visiting schools in Montezuma County.

#### Article VI. Responsibilities of Officers

- A. The Commission will elect officers by majority vote to fill the positions of Chair, Vice-Chair, Treasurer, Secretary, and Alternate on an annual basis.
- B. The Chair is responsible for the tasks set below.
  - a. Set and confirm agendas and lead meetings.
  - b. Act as a spokesperson for the Commission or appoint a designee.
  - c. Appoint Committees when necessary.
  - d. Sign and communicate official reports to the Commission.
  - e. Calls special meetings if needed.
  - f. Ensures all Commission actions are taken properly.
  - g. Mentors any new members on the Commission.
  - h. Additional duties as necessary or assigned by City Council or the Commission.
- C. The Vice-Chair is responsible for the tasks set below.
  - a. Serve as Chair in the absence or removal of the Chair.
  - b. Helps facilitate the development of meeting agendas.
  - c. Assists Chair with any additional Commission business.
  - d. Additional duties as necessary or assigned by City Council or the Commission.
- D. The Treasurer is responsible for the tasks set below.
  - a. Create, manage, and submit annual budget for the Commission annually.
  - b. Tracks budget expenditures.
  - c. Creates project cost estimations.
  - d. Contact to access budgetary funds.
  - e. Additional duties as necessary or assigned by City Council or the Commission.
- E. The Secretary is responsible for the tasks set below.
  - a. Provided notification of meeting times and dates to the Commission members.
  - b. Tracks all motions and votes taken within the meetings.
  - c. Tracks meeting attendance and sign-ups.
  - d. Keeps all the agendas and minutes of all meetings of the Commission in an appropriate record book.

- e. Maintains record of Commission activities with the assistance of other Commission members.
  - f. Additional duties as necessary or assigned by City Council or the Commission.
- F. The Alternate is responsible for filling a vacant officer position if a position becomes available mid-term.

#### Article VII. Officers/Elections

- A. Officer elections will be held in the Spring/Summer as seniors graduate and leave the Commission.
- B. Officers will be limited to a one-year term. Officers may reapply to an Officer position at the end of the term, however, they must take a different officer position from the previous year. The Commissioner may repeat an officer position if a year has passed since holding the position. The Officer positions must strive to represent the wide age range of the group.
- C. Officers will be elected to officer positions by majority vote. During the regular elections, an alternate Officer position will be elected by majority vote.
- D. When an Officer leaves the Commission mid-year, an alternate will fill that Officer's position.

#### Article VIII. Special Elections for Officers

- A. If the Commission is missing a designated alternate, a special election shall be held.
- B. Special Elections shall vote a Commissioner into the vacant Officer role by majority vote.
- C. Special Elections must be held within a month following the Officer's vacancy or resignation.

#### Article IX. Removal from Youth Commission

- A. When a Commissioner is facing removal from the Commission, the issue(s) must be discussed with that individual prior to taking any action.
- B. A Commissioner that is acting inappropriately will receive only two warnings before removal from the Commission.
  - a. The Commission will hold a vote to have a Commissioner removed. Removal requires majority vote.
  - b. If the removal of a Commissioner is deemed necessary, the vote to remove the Commissioner will occur at the beginning of the meeting. Upon removal, that individual may participate as a member in that final meeting. Following that final meeting, the individual may attend Youth Commission Meetings as a member of the public.
- C. Once a student has been removed from the Commission, they will not be given the opportunity to reapply.

#### Article X. Attendance

- A. Attendance will be tracked by the Secretary.
- B. For a missed meeting to be excused, the Commissioner must provide six hours' notice to an Officer or Staff Liaison. That Officer or Staff Liaison is responsible for communicating the absence to the rest of the Commission.
- C. After a member has missed three unexcused meetings, the issue of attendance needs to be addressed by the whole group.

#### Article XI. Code of Conduct

- A. It is expected of each Commissioner that they conduct themselves in a positive, respectful, polite, and professional manner during all Youth Commission functions.
- B. Youth Commissioners will welcome new members and mentor them through the meetings.
- C. There will be a dress code in place at every meeting.
  - a. Dress Code Policy: no spaghetti straps, no extremely short dresses, skirts, or shorts, and no t-shirts with inappropriate words or graphics.
  - b. Dress Code Policy: Commissioners are expected to dress appropriately in [casual, business casual, smart casual, business] attire unless the meeting's tasks require otherwise.
- D. There will be no use of cell phone during meetings.

#### Article XII. Grades

- A. Commissioners may not carry a failing grade while on the Commission. This will be monitored by a staff liaison
- B. School is a priority over the Youth Commission.

#### Article XIII. Voting

- A. All Commissioners can make a motion for a vote.
- B. A motion may pass with the vote of the majority.
- C. In the event of a tie breaker, a Staff Liaison can vote for the final decision.

#### Article XIV. Quorum

- A. The meeting must have seven Youth Commissioners to make a quorum (the minimum number of Commissioners required to validate a meeting).

#### Article XV. Staff Liaison

- A. The staff liaisons are responsible in assisting Youth Commission activities, which includes providing supplies and support for the Commission. Staff Liaisons are responsible for providing adult supervision. Staff Liaisons must abide by the same code of conduct as the Youth Commissioners.

#### Article XVI. Amendments to Bylaws

- A. All updates, if any, must be submitted to Council annually.