



OFFICIAL BY-LAWS OF The City of Dublin Youth COUNCIL

ARTICLE I • ***NAME***

The name of this Youth Council shall be “City of Dublin Youth Council”, or for the purposes of this document, hereinafter referred to as the “Youth Council”.

ARTICLE II • ***PURPOSE***

The purpose of the Youth Council is to provide a means for the high school youth of the City of Dublin and Laurens County to learn about government, participate in the process, and to represent and articulate the needs of the community’s youth. The overall objective of the program is to provide an opportunity for the Youth of the city of Dublin to:

1. Acquire a greater knowledge and appreciation for the political system through active participation in local government.
2. Learn how local municipal government works and how municipal services are provided.
3. Provide a means by which the City’s youth can be heard and share their perspective on issues affecting the lives of young people in areas of social, educational, recreational, cultural, and law enforcement.
4. Assist the Mayor, City Council and City staff of the City of Dublin in policy and decision-making, problem solving, and accomplishing community goals.
5. Provide leadership development and experience that will enable the youth to become productive citizens and leaders in the community.

ARTICLE III • ***FUNCTION, POWERS, AND DUTIES***

The Youth Council shall have all the powers, duties and responsibilities as directed by the Dublin Youth Council Commission, which has been appointed by City of Dublin Mayor with City of Dublin Council’s approval and hereinafter referred to as the Council Commission, and the participating High School Principals or Superintendents. Those powers, duties and responsibilities deemed necessary by the Council Commission shall include:

1. To serve as a forum to assist the Council Commission and city government in determining the needs and concerns of the youth of the City; to expose and educate the City's youth to the operations of their local government; and to assist the youth in addressing matters affecting the City's youth including, but not limited to: gangs, racism, alcohol abuse, teenage pregnancy, recreation, jobs and education in the creation of a better city, county, state, and nation in which to live and raise families in the century ahead.
2. To develop plans to sponsor and coordinate with other organizations regarding youth programs, activities and events in the City of Dublin and to present such plans as a recommendation to the Council Commission as often as necessary to ensure orderly development and coordination of successful youth programs, activities, and events within Dublin – Laurens County.

ARTICLE IV • MEMBERSHIP

1. Eligibility:

The Youth Council Mayor and Wards shall consist of representatives living in the City of Dublin and attending:

- a) Local public high school student who resides in the city limits of Dublin, Ga.
- b) Home school student who resides in the city limits of Dublin, Ga.

At-Large and appointed positions shall consist of representatives living within Dublin–Laurens and attending:

- a) School within Dublin-Laurens County

To be eligible, all Youth Council members must:

- a) Be presently enrolled in high school,
- b) Be academically eligible to participate in their school's sports and extra-curricular activities,
- c) Be free of any serious disciplinary infractions within the last six (6) months,
- d) Be able to think critically and articulate thoughts and ideas,
- e) Have an interest in learning about government and how it functions.
- f) Have parental or guardian permission and support,
- g) Possess potential leadership skills.

2. Election Terms:

The Youth Council shall consist of a mayor, city manager, council members, city clerks, city attorneys, and an historian who shall be rising high school sophomores, juniors and seniors, who reside in Dublin-Laurens County, attend high school or home school in Dublin-Laurens County. The Youth Council Mayor will represent the City of Dublin, must reside in the City of Dublin, and attend high school in Dublin – Laurens County. The four (4) Council Members must reside within their respective ward in the city limits of Dublin. The selected mayor and members shall be in good academic standing as defined by the applicable school officials and have a strong desire to learn more about local government. If necessary, in order to be deemed eligible to campaign for elected positions, interested persons must be interviewed by the Youth Advisory Board first. The terms of the members and mayor shall be for one (1) year running from June 1st of each year until the following May 31st. The dates for qualifying for the (4) Ward representatives on the Youth Council and the election shall be determined by the

Council Advisory Board after consultation with school staff. All terms shall expire on the 1st day of June of each year.

3. Removal of Membership:

Each member is expected to attend all regularly scheduled and special meetings. Members who are unable to attend must notify the Parliamentarian of the Council Commission. Failure of any member, without an excused absence, to attend a minimum during any calendar year of at least three (3) consecutive scheduled meetings and/or workshop shall result in automatic removal from membership on the Youth Council. A minimum of three members shall be in attendance at each Dublin City and/or Laurens County Commissioners Meeting. An overview of the meeting will be presented at the following Youth Council Meeting.

The Youth Council, upon majority vote of the membership, shall have the authority to request the Council Commission to remove any member for cause or on written charges, which shall be heard at a public hearing before the Advisory Board, should the member in question so request a public hearing.

Any member may be immediately removed, with written notice, for behavior that, in the opinion of the Advisory Board, is not consistent with the values or intent of the Youth Council. Such behavior includes, but is not limited to: pregnancy, fatherhood, arrest, conviction, failed classes, poor school attendance, or poor attitude.

4. Vacancies in Membership:

Any vacancy in membership shall be filled by appointment from the Advisory Board for the unexpired portion of the term of the member affected in accordance with the procedures to be established by the Advisory Board.

It shall be the duty of the mayor of the Youth Council to notify the chair of the Advisory Board within ten (10) days after any vacancy does occur among members.

ARTICLE V • ***APPOINTMENTS and Interviewees***

1. Appointed or Interviewed Youth Council Members:

The at-Large members must reside within Dublin-Laurens County and will be interviewed and selected by the Youth Council Commission. After being interviewed by the Advisory Board, The Youth Council shall nominate and select a Mayor Pro Tempore with assistance of the Advisory Board. The term of the appointments shall be one (1) year from the date of appointment and shall be effective immediately upon such vote. Voting shall take place in one of the following methods: voice, show of hands, balloting, or roll call. Method of voting shall be declared by a vote of the membership prior to the nomination of officers.

2. Vacancy of Appointments:

A vacancy occurring in the Council Clerk, Mayor Pro Tempore, Attorney, or Historian shall be filled by Council appointment, subject to ratification of the Advisory Board.

3. Duties of Elected Officers and (Appointments) Appointees:

The Mayor of the Youth Council shall preside at all meetings and shall perform his/her duties as described by proper parliamentary procedure. Under parliamentary procedure, the mayor's general duties are: to open and call the meeting to order; to announce the business to be conducted; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved or necessarily rise in the course of proceedings and to announce the result of the vote; to speed the proceedings as much as possible; to require order and sincerity in meetings; to inform the group present to a point of order or a practice or policy pertinent to pending business; and to authenticate, by his/her signature when necessary, all acts, orders and proceedings of the Youth Council.

Other responsibilities include, but are not limited to: developing meeting agendas with the Chair of Advisory Board; establish, in conjunction with other members and the Advisory Board, the annual platform on topics critical to the well-being of the Youth Council; speak on behalf of the Youth Council at City Council, Advisory Board, and Board of Education meetings; assist in community service projects and special events; and serve on select Youth Council committees.

The City Manager of the Youth Council shall assist the Mayor in the work/maintenance of the Youth Council; in the absence of the Mayor, he/she shall perform all duties of that office; in the absence of the Secretary, he/she will perform all duties of that office; assist with meeting coordination; assist with development of master calendar; assist in community service projects and special events; and serve on select Youth Council committees.

The City Council persons of the Youth Council shall represent the needs of their ward. They enacts laws and promote the safety of its citizens while working to ensure their constituents are treated fairly by those policies. Each ward representative is responsible for implementing a civic project to better their community.

The City Attorney of the Youth Council shall advise the Youth Council's members on legal, bylaws, and code of conduct matters that may impact the city. The city attorney must be well-versed in Youth Council bylaws governing the creation and operation of municipal governments.

The Youth Council Clerk shall keep all minutes of the meetings and provide a copy of minutes at the next scheduled meeting. The minutes need not be verbatim; however, indicate those in attendance, a synopsis of the discussion, and any action taken on Youth Council related agenda items. The Council Clerk shall maintain membership status for all members; shall keep a detailed financial record of the Youth Council's funding sources, fundraising efforts, income, expenses, and purchases. He/she is responsible for the management of the Youth Council's finances; assist in community service projects and special events; and serve on select Youth Council committees.

The Historian of the Youth Council shall work closely with the Council Clerk to maintain records of Youth Council meetings, events, and activities. He/she shall keep track of the historical record of the Youth Council; take pictures and collect materials for all Youth Council meetings and events; maintain Youth Council scrapbook; photo album and assist in community service projects and special events; and serve on select Youth Council committees.

ARTICLE VI • MEETINGS AND RULES

1. Regular Meetings:

Regular Youth Council meetings shall be held monthly on the date and time specified by the Youth Council at their first initial meeting date. A simple majority of the Youth Council may change the meeting place and time.

2. Special Meetings:

Special meetings may be held at the call of the chair of the Advisory Board or at other such times as the Youth Council may determine. At least twenty-four (24) hours' notice shall be given to each member of the Youth Council before any special meeting is held.

Summer Orientation is mandatory for all youth council members. Unexcused absence will result in penalty from the Youth Advisory Board.

3. Order of Business:

The order of business at meetings shall be as follows unless so modified by the Youth Council by a show of hands:

- i. Convene
- ii. Invocation
- iii. Pledge to the flag
- iv. Review and approval of minutes
- v. Old business
- vi. New business
- vii. Citizen Comments
- viii. Comments by members or staff
- ix. Adjourn

4. Minutes and Other Records:

The Youth Council shall direct the clerk for the Youth Council to keep records of its proceedings, showing the vote of each member (including the mayor, if he or she votes) or if absent or failing to vote, indicating such fact and to record the attendance of members. The clerk will submit a copy of all minutes to the Council Commission within 10 days following the meeting.

6. Voting:

All elected members of the Youth Council shall be entitled to vote on matters before the Youth Council. The mayor, or mayor pro tempore, and six (6) members of the Youth Council shall constitute a quorum for the transaction of business, but a less number may adjourn from time to time to compel the attendance of absence members. On all items before the Youth Council, a majority vote of those present and constituting a quorum shall prevail. The mayor shall vote only to break a tie.

7. Conflicts of Interest:

Any member of the Youth Council having a personal or financial interest in the outcome of any question or item before the body shall disclose the nature of the interest and shall disqualify themselves from voting on the question or item, and shall not be counted (toward the purpose) as part of a quorum.

ARTICLE VII • AMENDMENTS

These By-Laws may be amended upon majority vote of the entire membership of the Youth Council, subject to Advisory Board approval.

ADOPTED ON: _____

BY: _____

CHAIRPERSON