BY-LAWS OF THE St. George Youth Council, St. George Utah

Whereas the youth (High School Grades: Sophomores to Seniors) of the City of St. George, Utah ("the City") constitute an underutilized resource of ideas, knowledge and experience with respect to the City and its affairs; and

Whereas the Mayor of St. George ("the Mayor") seeks input from the youth into the affairs and issues of the City through a city youth council;

Now, therefore the Mayor and the City Council of the City hereby establish the St. George Youth Council as an advisory board, with all the rights, responsibilities, and privileges associated therewith. As such, and in order for tranquility to be maintained, the following by-laws are adopted by the St. George Youth Council. These same by-laws are to be endorsed and recognized by the City, the City Council, and the Mayor, as laws, rules, and stipulations specific to the St. George Youth Council.

ARTICLE I. INTENT

The intent in preparing and adopting these by-laws is to provide a framework for the organization of the St. George Youth Council, its actions and agendas. It is not the intent of the City, or the officers and members hereinafter described to create a business entity of any sort; including without limitation; a corporation, limited liability Company, partnership nor any other business, public or quasi-public entity.

ARTICLE II. OFFICES

The principle place of activity of the St. George Youth Council shall be in the meeting room of the St. George Commons Building or the meeting room at the City Hall. The St. George Youth Council may have such other offices as the Mayor, City Council, or the Executive Committee of the St. George Youth Council may require from time to time, designate.

ARTICLE III. MEMBERS

Section 1: Regular Meetings. The St. George Youth Council shall hold meetings every Wednesday, or on the same days that the City Council meets. The Executive Meeting shall begin at 4:00 p.m.
Council meetings shall begin at 4:00 p.m. unless otherwise designated. If a member cannot attend a meeting, advance notice should be given to the Executive Committee. Any business that the member was responsible for can;
(A) Be taken care of by a suitable proxy (B) Be presented at the next meeting. The proxy cannot vote for the member and absentee balloting is prohibited.

Section 2: Special Meetings. Special meetings of the members, for any purpose of purposes, may be called by the Mayor, the City Council or the Executive Committee of the St. George Youth Council and by the Committee chair with approval of the executive board.

Section 3: Place of Meeting. The Mayor, City Council, and also the Chair or Vice-Chair may designate any place as the place of meeting for any meeting. If no designation is made, then the place of meeting shall be the principal place of activity of the St. George Youth Council. (See Article II)

Section 4: Notice of Meeting. Written, printed, or oral notice stating the place, date, and time of special meetings shall be delivered not less than thirty (30) hours or more than forty (40) days before the date of the meeting to each member of record. The notice of a regular or special meeting shall specify the purpose of the meeting.

Section 5: Quorum. A majority of the members shall constitute a quorum at a meeting of the members. If less than a quorum is represented at a meeting, the members present hold the right to discuss the business of the meeting at hand, but no voting can occur until a quorum may be assembled. The members present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum, but only if a quorum was present at the time the agenda was approved and attendance of the members was taken. If a quorum is present at the time the agenda is approved and the attendance of the members is taken, a majority of the members comprising the quorum is required for the St. George Youth Council to take action upon any item set forth in the agenda. Should the votes be evenly split, the adult advisor shall cast the deciding vote. If there is not an adult advisor present, then the City Council Representative shall cast the deciding vote.

Section 6: Proxies. No proxy shall be allowed in any way, shape, or form. Absentee balloting is prohibited. By not attending, a member has sacrificed their privilege to vote for that particular meeting.

Section 7: Membership and Voting Rights. Membership on the St. George Youth Council shall be comprised of up to twenty (20) voting members of high school students who reside within the city limits of the City of St. George. All members are expected to attend all meetings unless advance notice is given. (See Article III, Section One) Members shall serve until they resign or are otherwise ineligible for membership under the by-laws.
Nominees to fill vacancies in membership shall be made by the existing St. George Youth Council and/or the City Council Representative and/or the adult advisor.

Section 8: Termination of Membership. Any member of the St. George Youth Council may resign at any time, provided, however, that for courtesy and efficiency purposes, notices of resignation shall be in writing and copies given to the Mayor and Chair. Any member of the St. George Youth Council shall be deemed to have voluntarily resigned his/her membership automatically upon the occurrence of any of the following:

- **(A).** Failure to be present at any eight (8) or more regular meetings out of ten such meetings, unless a reasonable excuse acceptable to both the majority of the St. George Youth Council and the City Council Representative is provided; (see Section Nine)

- **(B).** If the YCC member moves out of the City of St. George.

- **(C).** Failure to maintain good citizenship including a 3.0 GPA at school and in the City of St. George.

A graduating senior may retain membership on the St. George Youth Council until the induction of the next year's members, or thirty (30) days after the next school year commences, whichever comes first.

Section 9: Meeting Attendance. Every ten (10) regular meetings the secretary shall review member attendance. If a member of the St. George Youth Council misses more than twenty percent (20%) of the regular meetings, the Chair shall be notified. In such case the Chair and Vice-Chair shall meet with the City Council Representative concerning the member in question. If termination is in the board's best interest, then and only then will the Executive Board (See Article IV) obtain the right to terminate such member.

ARTICLE IV EXECUTIVE BOARD AND ORGANIZATION

Section 1: General Powers and Duties. The business and affairs of the St. George Youth Council shall be managed by the Executive Board. The Executive Board shall be responsible for planning the goals for the year and for each of the regular meetings of the St. George Youth Council, and establishing proposed potential subcommittees and discharging any other responsibilities assigned or determined by a majority vote of a quorum of the St. George Youth Council.

Section 2: Number, Tenure, and Qualifications. The Executive Board shall consist of the Chair, the City Manager, three (3) Council members, Treasurer, (non-voting member’s, Parliamentarian, a representative from the City Council, Advisors, and Adult advisor).
Section 3: Powers and Duties. The powers of duties of the Executive Board shall be as provided from time to time by resolution or directives of the members of the St. George Youth Council.

1. The Youth Mayor (Mayor/Chair) shall preside over and conduct all meetings of both the St. George Youth Council and any meetings called for the Executive Board. The Mayor shall also act as spokesperson for the St. George Youth Council, act as signatory on all documents, which the St. George Youth Council provides authorization to sign, delegate authority to any member of the St. George Youth Council if circumstances so warrant, and act upon any other matters and in the manner authorized by the St. George Youth Council.
   a. Preside over meetings of the Council
   b. Coordinate all projects and activities
   c. Plan and develop concepts.
   d. Assist and mentor directors and Council members in the execution of their duties
   e. Respond to the interests of each member.
   f. Prepare an agenda for every meeting.

2. The City Manager (Vice Chair) shall act in the place of the Chair upon the Chair’s absence or inability to act as authorized herein, and take action as delegated by the Chair.
   a. Coordinate all affairs of the Council
   b. Oversee budgets and approve all financial transactions
   c. Act as mayor when the mayor is absent
   d. Hold directors accountable

3. The City Recorder shall prepare the minutes of each meeting, prepare and mail the notices of each meeting and prepare and enclose the agendas with the notices of such meetings, review attendance of meetings, act in the place of the Chair or upon the Chair’s absence or inability to act as authorized herein, and take action as delegated by the Chair.
   a. Track attendance
   b. Take the minutes at each meeting
   c. Act as the historian
   d. Maintain and keep any records of the Council
   e. Track attendance
   f. Take the minutes at each meeting
   g. Act as the historian
   h. Maintain and keep any records of the Council

4. Operations Director
   a. Oversees and appoints project managers
   b. Staff committees
   c. Facilitate and evaluate progress on projects
   d. Hold project managers and committees accountable
5. **Recreation and Service Director**
   a. Determine and plan service goals and objectives
   b. Plan recreation activities
   c. Collaborate with the Operations Director to oversee recreation and service projects
   d. Report, in conjunction with the relevant project manager, on the success of each project

6. **Communications Director**
   a. Notify members of any pertinent information
   b. Manage cloud and project management utilities
   c. Act as the resident IT expert
   d. Promote projects and activities, including advertising on social media

7. **Government Liaison**
   a. Facilitate efficient relations with city government
   b. Assist in the acquiring of permits
   c. Assist the Mayor in coordinating events with the City Council.

8. **The Historian** shall act as the record keeper of all activities of the Washington City Youth Council, keep archives, and deal with media relations as Chair of the Council's Public Relations Committee of the St. George Youth Council.

9. **The Treasurer** shall chair the standing finance committee and be responsible for all the financial matters of the St. George Youth Council, including the budget, financial reports, vouchers, and the books and ledgers. If the Chair or Vice-Chair fails to fulfill the duties associated with his/her position, they may be removed from office by a two-thirds majority vote of the voting members of the St. George Youth Council.

**Section 4: Agendas.** Any member of the St. George Youth Council may submit or request the placement of an item on the agenda to any member of the Executive Board for consideration at the next regular meeting. Such request shall be placed upon the agenda at the discretion of the Chair and, if placed upon the agenda, shall be considered at a regular meeting determined by the executive board, provided adequate and sufficient notice of the item for consideration has been given as set forth herein.

**ARTICLE VI AMENDMENTS**

These by-laws may be altered, amended, or repealed, and new by-laws may be adopted by the St. George Youth Council, provided with a motion 30 days prior to vote; however, that such alterations, amendments or repeals first be authorized by a majority vote of all members of the St. George Youth Council, and posted 30 days before vote. In the event of a tie, the City Council Representative shall cast the deciding vote.
ARTICLE VII ADOPTION AND EFFECTIVE DATE

The foregoing by-laws were regularly adopted on November 9, 2016 by the St. George City Council and at a meeting of the St. George Youth Council, and thereafter ratified at a meeting of the City Council of St. George. These by-laws shall be effective 2016.

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