

# By-laws of the City of Beaverton Mayor's Youth Advisory Board

## Preamble

We, the members of the Mayor's Youth Advisory Board (MYAB), hereby constitute the following guidelines. These guidelines are intended to fulfill the mission of MYAB and establish a code of conduct for the members of MYAB in serving the community. Henceforth, in order for harmony in the board to be preserved the following guidelines have been adopted by the Mayor's Youth Advisory Board and approved by the Mayor and the Staff Liaison.

## Article I. Name

The name of the organization is the City of Beaverton Mayor's Youth Advisory Board hereinafter referred to as MYAB.

## Article II. Mission and Goals

The mission of MYAB is to serve the community and provide a voice for the youth. MYAB's goal is to bridge the gap between the youth and the local Beaverton government through organizing constructive community projects and events. The purpose of MYAB is to promote and advocate for youth activism in Beaverton's civic affairs. MYAB also works to raise awareness for youth-related issues in the city of Beaverton.

## Article III. Recognition and Authority

**Section I.** MYAB is enacted on a year-to-year basis as an ad-hoc committee by the Mayor.

**Section II.** These by-laws only serve to implement a framework for the actions of MYAB. All actions of MYAB do not necessarily represent the Mayor, an official, or staff members working for the city of Beaverton.

## Article IV. Offices

The primary place of activity for MYAB shall be in the meeting room of the Beaverton City Hall. However, other offices that the board may require for unofficial meetings will be later designated upon notice.

## Article V. Membership

**Section I. Composition:** The MYAB membership consists of 20 members from schools within the Beaverton School district and surrounding area. These members will be selected based on a rigorous application and interview process. The members should reflect the cultural and geographic diversity of the citizens in the City of Beaverton.

**Section II. Absences:** If a member acquires more than one unexcused absence or three excused absences, he or she must have a private conference with the co-chairs, the staff liaison, and the Mayor to decide the outcome of their membership. If a member is still on the board after a private meeting then any additional absence after the private meeting

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(barring any medical reasons or extenuating circumstances like family emergencies) will indicate that the member has chosen to resign. A missed meeting qualifies as excused if a member informs the staff liaison at least 24 hours prior to the meeting as to the reason for not attending the MYAB meeting. The co-chairs and staff liaison will make the final determination of whether or not an absence is excused or unexcused based on the plausibility of the excuse. If a member is removed from the board for absences, their position will be filled from the waitlist of applicants who were not accepted for the current term. The Staff Liaison and co-chairs will decide on an interview panel for the purpose of filling the vacancies on MYAB.

If a member is absent for a meeting, the member loses their opportunity to vote for that meeting. Absentee balloting is prohibited.

**Section III. *Regular Meetings:*** MYAB shall hold meetings on designated Thursdays lasting from 6:30 to 8:00 unless otherwise indicated. However, meetings shall extend for ten extra minutes for the executive board. Voting shall be carried out by roll call except in the case of elections when voting shall be done by secret ballot. The Staff Liaison, Mayor, or another adult delegated to do so will count ballots. Results of any vote must be released within 24 hours of when the vote occurred.

**Section IV. *Special Meetings:*** Executive members, the Mayor, or the Staff Liaison may call for special meetings outside of regular meetings for any reasonable purpose.

**Section V. *Termination of Membership:*** A member of MYAB may resign at any time. In order to terminate his or her membership, he or she must submit a written notice of resignation with copies for the Mayor, staff liaison, and co-chairs.

Any member of MYAB will be deemed to have voluntarily concluded his or her membership automatically upon the occurrence of any of the following:

1. The member acquires more than one unexcused or three excused absences over the period of one MYAB year.
2. The member fails to maintain good citizenship at school and in the community where the member resides.
4. The member is disruptive to the efficiency of the board and/or does not follow through with assignments.
5. The member does not embody professionalism in his or her conduct.

**Section VI. *Notice of Meeting:*** Written, oral, or printed notice stating the place, time, and date of special or regular meetings shall be sent out no less than 48 hours before the date of the meeting to each member on record. The notice of the regular or special meetings shall specify the purpose of the meeting.

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**Section VII. 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 an 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 was present at the time the agenda was approved and attendance of the members was taken, a majority of the members comprising the quorum is required for the Mayor's Youth Advisory Board to take action upon any item set forth in the agenda. Should the votes be evenly split, the co-chairs shall cast the deciding vote. If the co-chairs are not present, then the Mayor shall cast the deciding vote.

**Section VIII. Communication:** For communication purposes, MYAB will ensure effective communication by utilizing email and the MYAB website. If MYAB fails to achieve effective communication through email or the MYAB website, the phone shall be the third source of communication. Hence, all members must agree to check their email at least four times a week, and always the day before an MYAB meeting or event. When questions still exist, MYAB members should check the website for further information.

## **Section IX. Participation Standards:**

1. Abide by the MYAB bylaws
2. Participate in at least three-fourths of MYAB events and preparation sessions held outside of official meetings. Failure to do so will indicate that the member has chosen to resign from the board.
3. When assigned by the Executive Board, MYAB members must complete publication assignments by the set deadline.
4. When assigned jobs by any executive member, MYAB members must follow through and complete their assignment by the set deadline.
5. Memberships shall extend until high school graduation. MYAB will accept applications for new members by the given deadline in April/May.

## **Article VI. Executive Board**

### **Section I. General Powers and Duties:**

1. *Co-chairs:* MYAB shall elect no more and no less than two co-chairs for a one year term in a democratic majority process overseen by the Mayor or his/her designee during the second to last meeting of each MYAB year. The Co-chairs shall be the conveners of all MYAB meetings and events and shall be the official spokespersons for MYAB. In addition, the co-chairs will be in charge of organizing meetings and community work time. Through a joint effort, the co-chairs shall be responsible for the independent preparation of creating agendas for every meeting.

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- a. *Attendance policy:* Co-chairs are only allowed to have two excused absences throughout the entire MYAB year. No unexcused absences are permitted. Co-chairs must notify the board or inform the Vice-chair before the meeting.
- b. *Final decisions:* Co-chairs will be given the right to have the final say in certain issues along with the right to change the bylaws when necessary.
- c. *Decision reversal:* If the general census of the board views a decision of the co-chairs as unfair through a democratic majority vote, the co-chair's decision may be reversed.

2. *Vice-chair:* MYAB shall elect a Vice-chair for a one-year term in a democratic majority process overseen by the Mayor or his designee during the second to last meeting of the MYAB year. The Vice-chair shall be responsible for community building within MYAB and overseeing the MYAB portion of the *Your City* publication.

3. *Secretary:* MYAB shall elect a secretary for a one year term in a democratic majority process overseen by the Mayor or his designee during the second to last meeting of the MYAB year. The secretary shall keep meeting minutes. The secretary is required to send out minutes within 48 hours of the meeting. If the secretary is unable to attend a meeting, he or she must notify someone on the board to be the temporary secretary. However, if no member is notified, the social media officer will be the temporary secretary by default. His or her position will be reconsidered if they fail to promptly send out minutes more than three times.

4. *Social Media Officer:* MYAB shall elect a social media officer for a one-year term in a democratic majority process overseen by the Mayor or his designee during the second to last meeting of the MYAB year. The social media officer has the responsibility of partnering with the staff liaison and board to update the City's MYAB website at least once a month unless instructed otherwise. This member is also responsible for partnering with the staff liaison and board to coordinate the design of promotional materials and compile information monthly, and as needed, to post to the City's Facebook and Twitter accounts. At MYAB events, he or she should be willing to take photographs of the event for future reference.

5. *Civic Affairs Officer:* MYAB shall elect a Civic Affairs Officer for a one-year term in a democratic majority process overseen by the Mayor or his designee during the second to last meeting of the MYAB year. The CAO will be responsible for finding and coordinating political activism events for MYAB to participate in. He/she will compile a yearly schedule of Council meetings, town hall meetings, and other activism opportunities including, but not limited to, voter registration drives, lobbying events, canvassing opportunities, and more. The main role of the CAO is to ensure that MYAB voices are heard at the city and state level, and have a significant impact in influencing legislation that affects youth.

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## **Article VII. Committees**

MYAB shall elect members to serve on a committee or "task force" as needed to organize events and distribute information. MYAB may consist of smaller sub-committees that can change depending upon the focus of MYAB during the current school year.

## **Article VIII Staff Liaison**

The chief advisor of MYAB will be a member of the Mayor's staff and will be appointed by the Mayor. Interested lay members or friends of the Mayor's Youth Advisory Board shall serve as advisors to the board.

## **Article IX. Approval and Amendments**

These bylaws shall take effect immediately after MYAB adopts them by a majority vote. The Mayor must approve any amendments to the MYAB bylaws before it goes into effect. These bylaws shall be effective as of May 1, 2020.