



**MAYOR'S YOUTH COMMISSION
HISTORY, MISSION, PURPOSE & GOALS
(11.30.06)**

History: The Mayor's Youth Commission ("Commission") is to advise the Mayor and City staff on issues affecting youth. The Mayor of Arlington ("Mayor") created the Commission the summer of 2006 to address youth violence after it gained national attention. On October 5, 2006, the first Commission meeting was held with a Chair, City staff members and youth representing every Arlington Independent School District junior high school and high school with a mix of gender, ethnicity, ages and academic records – all appointed by the Mayor. In February 2007, the Mayor expanded the Commission to include 11 Arlington community organizations that provided youth-based programs or services.

Mission/Purpose: The mission of the Mayor's Youth Commission of Arlington is to enhance communication and a better understanding of youth in the City of Arlington and implement programs that promote entrepreneurship and global thinkers while maintaining a safe and orderly city conducive for youth and all stakeholders.

Vision: The Mayor's Youth Commission will be recognized as a voice for all youth in the City of Arlington and as a resource for decision-makers. The Arlington community will value youth and respect them for their knowledge and contributions to the city. Adult commission members will help youth connect to services and leadership opportunities that provide them with the skills needed to become ambassadors for youth in the City of Arlington.

Goals: 2006-2009

1. To enhance communication between youth, adults and City Council members that support excellence throughout the City.
2. To utilize best practices which promote global thinkers in a diverse society.
3. To provide a voice for youth that is centered on programs designed to promote lifelong learners and business owners in the City of Arlington.
4. To continue to provide input for maintaining a safe, clean and orderly City conducive for all citizens.
5. To enhance programs that provide youth with opportunities that motivate excellence in the City of Arlington.
6. To collectively create a stellar city that supports better futures for youth and all constituents.



**MAYOR'S YOUTH COMMISSION
RESOLUTION
(Draft 05.07.07)**

WHEREAS, the youth of the City of Arlington, Texas (hereinafter “the City”), constitute an underutilized resource of ideas, knowledge and experience with respect to the City and its affairs; and

WHEREAS, the City Council of the City desires and seeks input from the youth into the affairs and issues of the City through the Arlington Mayor’s Youth Commission; and

WHEREAS, the students of any public or private school or home school that serves youth in the City of Arlington are willing to devote their time and energy into improving the City and the community through an Arlington Mayor’s Youth Commission;

NOW THEREFORE, the Executive Committee of the Arlington Mayor’s Youth Commission hereby adopts the following Bylaws.



**MAYOR'S YOUTH COMMISSION
BYLAWS
(Adopted 08.02.07)**

ARTICLE I. INTENT

The intent in preparing and adopting these Bylaws is to provide a framework for organization of the Arlington Mayor's Youth Commission ("Commission"), its actions and agenda. It is not the intent of the City or the officers and members hereinafter described to create a legal entity of any sort including without limitation, a corporation, non-profit corporation, limited liability company, partnership nor any other business, public or quasi-public entity.

ARTICLE II. OFFICES

The principal location of the Commission shall be at City Hall, 101 W. Abram Street, Arlington, Texas 76010. The Commission may have such other offices as the Executive Committee may designate or as the business of the Commission may require from time to time.

ARTICLE III. MEMBERS

Section 1. **Regular Meetings.** The Commission shall hold a minimum of 10 meetings during the calendar year. The meetings shall be held on the first Thursday of the month with start times no earlier than 6 pm.

Section 2. **Special Meetings.** Special meetings of the members, for any purpose(s), may be called by the Executive Committee.

Section 3. **Place of Meeting.** The Staff Liaison and the Executive Committee may designate any city facility as the place of meeting for any meeting called by the Executive Committee. If no designation is made, the place of meeting shall be the principal location of the Commission.

Section 4. **Notice of Meeting.** Written or printed notice stating the place, day and hour of the meeting shall, unless otherwise prescribed by statutes, be delivered not less than forty-eight (48) hours nor more than thirty (30) days before the date of the meeting, either

personally, by e-mail, or by regular mail, by or at the direction of the President, Vice President, Secretary or the Staff Liaison, to each member. The notice of a regular or special meeting of the Commission shall specify the purpose of the meeting, including amendment to these Bylaws, or business to be transacted at such meeting and the agenda to be considered.

Section 5. **Quorum.** At least ten members plus the President or Vice President shall constitute a quorum. If less than a quorum of such members is present at a meeting, the ranking officer or staff liaison shall adjourn the meeting. A majority of the members comprising the quorum is required for the Commission to take action upon any item set forth on the agenda. Should the votes be evenly split, the President shall cast a deciding vote.

Section 6. **Proxies.** At all meetings, a member may vote by proxy executed in writing by the member except in the case of Amendments (see Section VII. Amendments). Such proxy shall be left with the staff liaison no later than one hour prior to the start time of the meeting.

Section 7. **Membership and Voting Rights.** Membership on the Commission shall be comprised of Youth members (“Youth”), Community Organizations (“Organizations”, non voting), an appointed Chair (“Chair”, non voting), and ex officio City of Arlington staff members (“Staff”, non voting). All members shall attend regular meetings and all shall have voting rights unless otherwise specified. Members shall serve until they resign or are otherwise ineligible for membership under the Bylaws. The Commission will elect a President, Vice President, Parliamentarian, Treasurer, Secretary and Entertainment/Game Coordinator, who will be voting members of the Executive Committee along with the Staff liaison.

Nominations to fill vacancies in membership shall be made by the existing Executive Committee members. If there are no Executive Committee members, the members shall make the nomination. Nomination for membership shall be subject to confirmation of the Mayor or his designee. The meetings will follow Robert’s Rules of Order. A vote requires a quorum of the Executive Committee to be present along with other voting members to be passed. Items that have been voted and passed will be provided to the Mayor within 30 calendar days of the meeting.

Section 8. **Application and Media Release:** Within 60 days of appointment, Youth members are required to have a current “Boards and Commissions Youth Application” form on file in the Mayor’s Office and an “Authorization and Release to Record and/or Use Personal Likeness, Image and/or Voice” form that either indicates permission or permission denied on file in the staff liaison’s office. A media release with permission is required to be interviewed by the media or to be identified in photographs taken for use in City publications, on the City’s web site and released to the media. Parent/guardian signatures are required for youth members under the age of 18. This release is to be completed and submitted within 60 days of appointment. Failure to fulfill this requirement results in termination.

Section 9. **Attendance:** All members are required to attend a minimum of eight (8) meetings from August to July to retain a place on the Commission. Failure to fulfill this requirement may result in termination.

Section 10. **Termination of Membership.** Any member of the Commission may resign at any time, provided, however, that for courtesy and efficiency purposes, notice of resignation shall be in writing to the staff liaison. Any Youth member of the Commission shall be deemed to have voluntarily resigned his/her membership automatically upon the occurrence of any of the following:

- a) Failing to be present at a minimum of eight (8) regular meetings, unless reasonable excuse acceptable to both a majority of the Executive Committee and the staff liaison is provided;
- b) Failing to be an Arlington resident or to be enrolled in a recognized public school or a private or parochial school, including a home school, within the boundaries of the City of Arlington;
- c) Failing to meet the 60-day submission requirement of the Boards & Commission Youth Application and Media Release form; or
- d) Failing to maintain good standing at the school in which such member is enrolled; provided, however, that a graduating senior may retain membership on the Mayor's Youth Commission through August following such senior's graduation.

Section 11. **Notification of Termination:** Any member in danger of losing a place on the Commission will be notified in writing. The Secretary will track meeting attendance and notify the staff liaison when letters are needed. The Mayor or his designee will notify school authorities (or parents in the case of home school students) when a youth member is terminated.

Section 12. **Terms.** One-year terms for Youth and Organizations are from August 1 to July 31. Youth terms are renewable unless they fail to meet the membership requirements, move or graduate. At the end of the school year, the Mayor or his designee will work with appropriate public and private school officials and home school parents to secure nominations of qualified Youth to fill spots vacated by those with expired terms or those who have moved or will graduate; there will be a reasonable balance of youth from each school in Arlington serving on the Commission at any one time. Each recognized community organization has one seat on the Commission and selects a representative to attend the meetings on behalf of that organization. Ex Officio members are comprised of city staff from the Parks & Recreation Department (staff liaison – designated by the Director of Parks and Recreation), the Mayor's Office (Assistant to the Mayor) and the City Manager's Office (Assistant to the Deputy City Manager of Neighborhood Services).

Section 13. **Officers:** An election will be held in June of each year. Youth members may become Officers. Officers will serve for a one-year term, from August to July, with no limit to the number of terms. Officers are the President, Vice President,

Parliamentarian, Treasurer, Secretary and Entertainment/Games Coordinator. Officers serve as the members of the Executive Committee. Officers will:

- a) President, Vice President and Parliamentarian must have one year experience on commission
- b) Attend a planning retreat for incoming and outgoing positions.
- c) Commit to attend all scheduled meetings and follow through on assignments.
- d) Assist in developing incentive activities for attendance and participation.
- e) Help develop possible activities and volunteer options.
- f) Prepare a speech for elections (Two minutes maximum).
- g) Develop and distribute election forms.
- h) Assist on the development of guidelines of the Commission.
- i) Co-develop, plan special events or fundraisers for the Commission.

ARTICLE IV. EXECUTIVE COMMITTEE

Section 1. **Executive Committee General Powers and Duties.** The business and affairs of the Commission shall be managed by the Executive Committee. The Executive Committee shall be responsible for planning meeting agendas, setting and proposing potential subcommittees and discharging any other responsibilities assigned by the Executive Committee or determined by majority vote of a quorum of the members of the Commission. All Executive Committee members have voting privileges during the Executive meetings.

Section 2. **Executive Committee Tenure and Qualifications.** The Executive Committee shall be comprised of Officers, Commission Chair, Committee Chairs, and the Staff Liaison. The President shall serve as Chair of the Executive Committee. The term of office of each Executive Committee member shall be one (1) year, commencing August 1 and continuing through July 31 of the following year.

Section 3. **Regular Executive Committee Meetings.** A regular meeting of the Executive Committee may be held without notice required in these Bylaws, immediately prior to, and at the same location as each of the regular meetings of the Commission.

Section 4. **Special Executive Committee Meetings.** Special meetings of the Executive Committee may be called by or at the request of the President or other executives, and shall be held at the time and place as the Executive Committee may determine.

Section 5. **Executive Committee Meeting Notice.** Notice of any additional or special meeting of the Executive Committee shall be given as outlined above in Article III, Section 4, of these Bylaws. The notice shall specify the purpose of, or business to be transacted at, such a meeting and the agenda thereof.

Section 6. **Executive Committee Quorum.** A majority of the number of executives fixed by these Bylaws shall constitute a quorum for the transaction of business at any meeting of the Executive Committee, but if less than such majority is present, the Senior Executive in attendance may adjourn the meeting.

Section 7. **Executive Committee Election and Term of Office.** The Officers of the Executive Committee shall be elected annually by the members at the June meeting and take office at the August meeting. Each executive shall hold office for one (1) year from August 1 to July 31 of the following year, until resignation or termination in the manner herein provided.

Section 8. **Executive Committee Vacancies.** Any vacancy occurring on the Executive Committee because of resignation, removal, disqualification or for other reasons shall be filled by a majority vote of the remaining members of the Executive Committee and Commission. An executive elected to fill a vacancy shall be elected for the unexpired term of the predecessor in office.

Section 9. **Executive Committee Powers and Duties.** The powers and duties of the several officers shall be as provided from time to time by resolution or directives of the members. In any event:

- The President shall preside over and conduct all meetings of the Commission and of the Executive Committee, determine agendas with the Staff Liaison or Commission Chair for the regular meetings of the Commission and the Executive Committee, attend the Community Advisory Board meetings, act as spokesperson for the Commission, act as signatory on all documents for which the Commission provides authorization to sign, delegate authority to any executive or member of the Commission.
- The Vice President shall act in the place of the President upon the President's absence or inability to act as authorized herein, and take action as delegated by the President. The Vice President shall preside over and conduct all meetings of the Special Events Committee.
- The Parliamentarian shall preside over all Commission meetings in the absence of both the President and Vice President. The Parliamentarian will insure that proper procedures are maintained in meetings and all members have an opportunity to speak. The Parliamentarian will follow the Mayor's Youth Commission By-laws and Roberts Rules of Order.
- The Treasurer shall chair the standing Finance Committee and be responsible for all financial matters of the Commission including the budget, financial reports and fund raising.
- The Secretary shall take attendance, prepare the minutes of each meeting of the Commission and Executive Committee prior to the next regular meeting, prepare and mail the notices of each meeting, prepare and enclose the agenda for each meeting with the notice of such meetings, and act as the record keeper of all activities of the Commission and keep archives.
- The Entertainment and Game Coordinator(s) will prepare team building opportunities for the Commission during regular meetings when appropriate, during orientations,

retreats, and other non-specified times. The Entertainment and Game Coordinator(s) will organize incentive activities for Commission members, social functions associated with the Commission agendas and work closely with the Treasurer on financial cost associated with activities.

A member of the Executive Committee who fails or refuses to fulfill the duties associated with his/her position may be removed from the Executive Committee by a two-thirds (2/3) majority vote of the members of the Commission.

Section 10. Executive Committee Agendas. Any member of the Executive Committee or any two other members of the Commission may submit a request for placement of an item on the agenda to any member of the Executive Committee for consideration at the next following regular meeting. Such request shall be placed on the agenda at the discretion of the President and, if placed upon the agenda, shall be considered at a regular meeting determined by the Executive Committee, provided adequate and sufficient notice of seven days for the item to be under consideration has been given as set forth herein.

Section 11. Executive Committee Reports. By June 30 of each year, the Executive Committee shall submit to the Mayor a written report of the Commission's activities for the previous year and an annual plan of work for the ensuing year. These documents shall be retained as a part of the official City records.

ARTICLE V. SUBCOMMITTEES

Section 1. Standing Committees. The following subcommittees shall be standing committees, and their terms shall be perpetual: the Executive Committee, Finance Committee and the Special Events Committee.

Section 2. Ad Hoc Committees. Any other subcommittees the Executive Committee determines are necessary shall be created for the limited term of the remainder of the school year and shall continue during such school year at the discretion of the President of the Commission. Such subcommittees shall be created by a majority vote of a quorum of members at any of the regular meetings of the Commission.

ARTICLE VI. COMMUNITY ADVISORY BOARD

Section 1. Membership. The Community Advisory Board ("Board") shall be comprised of individuals and representatives from organizations who provide or promote or have an interest in providing or promoting youth-based services, programs or initiatives in the Arlington community. Board members or Board member organizations are not members of the Commission. The Staff Liaison, Commission Chair, and the Commission President or Vice President will be in attendance at Board meetings. The Staff Liaison will facilitate the Board meetings.

Section 2. **Board Meetings.** The Board will meet twice annually in the fall and the spring of each year to review the Strategic Plan of the Commission and to make recommendations to the Commission for service projects, events and support.

ARTICLE VII. AMENDMENTS

These Bylaws may be altered, amended, or repealed, and new Bylaws may be adopted by the Executive Committee with prior written notice to the members as provided herein; provided, however, that such alterations, amendments or repeals first be authorized by a two-thirds (2/3) vote of all members of the Commission, and provided further that vote by proxy shall not be permitted.

ARTICLE VIII. ADOPTION AND EFFECTIVE DATE

The foregoing Bylaws were regularly adopted at a meeting of the Mayor's Youth Commission Executive Committee, and thereafter endorsed by the Mayor of the City of Arlington, Texas. These Bylaws shall be effective as of 2nd day of August, 2007, as from time to time amended.