



## **Millcreek Youth Council Bylaws**

### **Mission Statement**

The mission of the Millcreek Youth Council is to serve our community in meaningful ways in a fun and educational environment, and to provide public outreach through media and events.

### **Vision Statement**

The vision of the Millcreek Youth Council is to give young people a voice in city affairs and to help them prepare for future life experiences.

### **Article 1—City Council and Youth Council Relationship**

#### **1. The Role of the City Council**

The Millcreek City Council (City Council) shall receive recommendations from the Millcreek Youth Council (Youth Council). The City Council shall provide support staff to the Youth Council to act as Youth Council Advisor to assist them in carrying out their duties. The City Council shall also appoint a City Council liaison as a Youth Council Advisor and communicate upcoming issues to the Youth Council so they may respond accordingly.

#### **2. The Role of the Youth Council**

The Youth Council shall provide such services to the community that would draw the community together serving the youth, young adult, and senior community with wholesome activities. The Youth Council shall provide opportunities to explore the duties and responsibilities of the City Council in order to be prepared to serve in the community in the future.

### **Article 2—Membership**

#### **1. Representation**

A total of no more than twenty-five (25) youth will serve on the Youth Council. This number excludes any adult Youth Council Advisors. Efforts should be made to include youth from all areas of Millcreek.

## 2. Member Qualifications

All members must live within Millcreek city limits or attend a Millcreek high school and must be entering 9<sup>th</sup> through 12<sup>th</sup> grade at the start of the school year following their appointment to the Youth Council.

## 3. Term Limits

There is no limit to the number of terms a member may serve as long as the individual upholds the requirements as stated in the entirety of these bylaws. Current members must reapply for each term. Membership will be dissolved if the member moves out of the city or submits a letter of resignation.

## 4. Application Process

Members of the Youth Council shall be chosen through an application process. Interested parties shall complete an application found on the city website or at Millcreek City Hall. Applications shall be submitted to the Youth Council Advisor via email or dropped off at City Hall. Applications are due by April 30<sup>th</sup> unless that date is a Saturday or Sunday in which case the application would be due on the last Friday of April. Applicants will be selected following an interview by the Youth Council Advisor. The interview process will take place either before the new term begins, or as any positions become available throughout the year.

## 5. Term of Office

Term length is one year beginning June 1st and ending on May 31st of the following year.

## 6. Conduct

Members of the Youth Council must conduct themselves in a positive, respectable, friendly, and law-abiding manner at all times. There will be no smoking, vaping, drinking alcoholic beverages, or using illegal drugs by any member of the Youth Council. Further, any language or behavior that is deemed racist, prejudiced, obscene, degrading, or harassing in nature will not be tolerated and is grounds for dismissal from the Youth Council.

## 7. Participation in City Events

Youth Council members are expected to commit five (5) to ten (10) hours per month for service projects and Youth Council meetings. Youth Council members are expected to volunteer at all Youth Council planned service and activity events.

### **Article 3—Offices**

#### 1. Offices

The Youth Council consists of the following officers: Mayor, Mayor Pro Tem, Secretary, Recorder, Historian, Service Committee Chair, Public Outreach Committee Chair, Events Committee Chair, Skyline High School Liaison, Olympus High School Liaison, and Cottonwood High School Liaison.

#### 2. Officer Duties

The duties of the officers shall include but are not limited to the following:

Mayor: Preside over and conduct all Youth Council meetings and activities. Set agenda in cooperation with Youth Council Advisor, provide agenda to Secretary two business days prior to each meeting, communicate with and report to the City Council, and perform other such necessary duties as they arise.

Mayor Pro Tem: Assist the Mayor in all duties, perform the duties of the youth Mayor in their absence, fulfill any other such assignments as given by the youth Mayor or Youth Council Advisor and perform other such necessary duties as they arise.

Secretary: Provide notice to Youth Council members one business day prior to all meetings and activities, provide agenda to Youth Council Advisor to post on city website, take roll of attendees at the beginning of each meeting, organize and keep all necessary items, perform the duties of the Recorder in their absence, fulfill any other such assignments as given by the youth Mayor or Youth Council Advisor and perform other such necessary duties as they arise.

Recorder: Take minutes of each meeting and report minutes to the Youth Council following each meeting, maintain copies of all minutes making them available to city officials upon request, provide original approved documents to the Millcreek Recorder, give approved minutes to the Youth Council Advisor to post on the city website, fulfill any other such assignments as given by the youth Mayor or Youth Council Advisor and perform other such necessary duties as they arise.

Historian: Document all Youth Council activities and projects for each term through photographing each event, fulfill any other such assignments as given by the youth Mayor or Youth Advisors, and perform other such necessary duties as they arise, such as creating graphics, posters, flyers, etc.

Service Committee Chair: Work with the service committee to plan and execute at least but not limited to, three pre-approved service projects or events during the year, fulfill any other such assignments as given by the youth Mayor or Youth Advisor, and perform other such necessary duties as they arise.

Public Outreach Committee Chair: Work with the public outreach committee to communicate with the youth and adults of Millcreek via Instagram or other media platforms, assist the city Communications Director in providing and updating content for Youth Council web page on the city website, oversee Youth Council submissions to the weekly city e-newsletter and the quarterly printed newsletter, publicize Millcreek events to the youth of the city, fulfill any other such assignments as given by the Youth Mayor or Youth Council Advisor, and perform other such necessary duties as they arise.

Events Committee Chair: Work with the events committee to plan and execute events targeted to the youth of Millcreek, work with the service committee to assist in their planned service events, fulfill any other such assignments as given by the Youth Mayor or Youth Council Advisor, and perform other such necessary duties as they arise.

School Liaisons: Act as a source of information both from the Youth Council to their respective schools and from the schools to the Youth Council and City Council, fulfill any other such assignments as given by the Youth Mayor or Youth Council Advisor and perform other such necessary duties as they arise.

### 3. Appointment of Officers

Any applicant interested in an officer position must mark their interest in a specific position on their application. Interviews will be conducted by the Youth Council Advisor for each applicant to determine best fit for officer positions. All officers as listed above shall be appointed by the Youth Council Advisor prior to the start of the next Youth Council term.

### 4. Vacancies of Offices

Should a vacancy occur in an office of the Youth Council by resignation, removal, or any other reason, the office shall be filled by appointment of the Youth Council Advisor and approved by majority vote of the Youth Council at the next regular meeting.

## **Article 4—Meetings**

### 1. Regular Meetings

Regular meetings of the Youth Council shall be held on the first and third Monday of each month from 5:00 pm to 6:00 pm during the school year, and from 10:00 AM to 11:00 AM from June-

August. Meeting schedules may be adjusted to accommodate for national and summer holidays. The principal meeting place of the youth council shall be at Millcreek City Hall.

The agenda shall be approved by the youth Mayor and Youth Council Advisor prior to the meeting and provided to the Secretary for posting 48 hours in advance of the meeting. The agenda can be altered by majority vote at any time during the meeting. All meeting dates and times shall be posted on the City's website calendar. All meetings of the Youth Council shall be open to the public and be subject to all requirements of Utah open meetings laws.

## 2. Special Meetings

Special meetings may be called by the youth Mayor or Youth Council Advisor. Prior notification of at least twenty-four hours shall be given by the Secretary.

## 3. Quorum and Voting

A simple majority of the Youth Council must be present for decisions to be made. Decisions will be made by motion. Any member may make a motion and a second to the motion is necessary before the motion may be discussed or a vote taken. A majority of those present must vote in the affirmative for a motion to pass.

## 4. Order of Business

The youth Mayor shall preside over and conduct all meetings when present; when not present the youth Mayor Pro Tem will assume these duties. Meetings will follow the approved agenda. Roll shall be taken at each meeting by the Secretary, and a list of attendees will be included in the minutes of the meeting.

## 5. Recordings of Meetings

Written minutes shall be kept of the proceedings of Youth Council meetings by the youth Recorder; if not present the Secretary shall assume these duties. Written minutes shall be provided to the Youth Council Advisor once approved. Minutes may be posted on the Youth Council page of the city website.

## 6. Attendance

Each member of the Youth Council is expected to attend all meetings and youth activities. If they are unable to attend due to extenuating circumstances, they must notify the youth Mayor,

Secretary, or Youth Council Advisor prior to the day of the meeting or activity. If they fail to provide notice it will be recorded as an unexcused absence.

After accruing five unexcused absences from meetings or two unexcused absences from activities, the Youth Council member will receive a probationary letter from the Youth Council Advisor. While on probation, the member's vote will be suspended. Member will be removed from probation after attending three consecutive meetings.

If a member of the Youth Council accrues seven unexcused absences from meetings or four unexcused absences from activities, they will be dismissed from their position on the Youth Council. One meeting can be made up by two hours of pre-approved community service; one activity can be made up by three hours of pre-approved community service. Three meetings and one activity can be made up each term.

#### **Article 5—Bylaws and Amendments**

The bylaws of the Youth Council shall be reviewed once each term. The bylaws may be amended at any time throughout a term, if a proper need is found. Amendments must be approved by a majority vote through a roll call vote of the Youth Council. Any changes or amendments shall be approved by resolution of the City Council.