

West Bountiful Youth City Council Bylaws

Mission Statement

The mission of the West Bountiful Youth City Council is to make a difference in our community by giving youth the opportunity to serve, develop leadership abilities and skills, and grow to become educated and responsible citizens. As we serve we will strengthen our community and promote a spirit of pride in our city. In the future, we will responsibly perform our duty as citizens of the United States.

Article 1 – City Council and Youth City Council Relationship

I. Role of the City Council

The West Bountiful City Council ("**city council**") shall receive recommendations from the West Bountiful Youth City Council ("**youth council**"). The city council shall provide support staff to the youth council to assist them in carrying out their duties. The city council shall appoint a city council liaison as a youth advisor and communicate upcoming issues to the youth council, so they may respond accordingly.

II. 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

I. Representation

A total of no more than twenty (20) youth will serve on the youth council. This number excludes any adult advisors whether they be city council members or a city citizen.

II. Membership Qualifications

All members must live within the city limits and must be in 7th to 12th grade at the start of the school year following their appointment to the youth council. Members must have a GPA of at least 3.0 or a GPA of at least 2.5 if their GPA increases each school term after their appointment to the youth council until they have achieved a GPA of 3.0.

III. 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. Members must reapply for each term. Membership will be dissolved if the member moves out of the city or submits a letter of resignation.

IV. Application Process

Members of the youth council shall be chosen through an application process. Interested parties shall complete a simple application found on the city website or at city hall. Applications shall be submitted to the youth mayor, youth advisor(s) or dropped off at city hall. Applications are due by a posted date prior to interviews for each term. The interview process will take place either before the new term begins, or as any positions become available throughout the year. Applicants shall be interviewed by the youth mayor, youth mayor pro tem, and youth advisor(s).

V. 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, drinking alcoholic beverages, or using illegal drugs by any member of the youth council. Such behavior will not be tolerated and is grounds for dismissal from the youth council.

Article 3 – Offices

I. Offices

The youth council consists of the following officers: mayor, mayor pro tem, secretary, recorder, treasurer, historian, publicity head, and web administrator.

II. 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 subject to Utah Open Meetings laws (UCA 52-4), provide to the city recorder an agenda 48 hours 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 his/her absence, prepare to assume all duties as mayor for the following term, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Secretary: Provide notice to members 24 hours prior to all meetings and activities, organize and keep all necessary items, perform the duties of the recorder in his/her absence, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Recorder: Take minutes of each meeting complying with the requirements of Utah Code Ann. 52.4.203, report the minutes of the prior meeting and sign when approved by vote of the youth council, maintain copies of all minutes making them available to city officials upon request, provide original approved documents to the City Recorder, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Treasurer: Keep a record of all expenses, manage and direct all financial affairs, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Historian: Document all activities in a binder for each term, photograph activities, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Publicity Head: Design all advertisements and flyers, write articles for the city newsletter, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

Web Administrator: Design and update the youth council page of the city website including a calendar of events, links to social media accounts, a list of current members and officers, and contact information for the youth council. Update and maintain social media accounts. Fulfill any other such assignments as given by the youth mayor or the youth advisor(s) and perform other such necessary duties as they arise.

III. Election and Appointment of Officers

The following officers shall be appointed by the youth mayor, youth mayor pro tem, and youth advisor(s): secretary, recorder, treasurer, historian, publicity head, and web administrator. The office of mayor shall be assumed by the mayor pro tem of the prior term. In the event the youth mayor pro tem of the prior term is unable to assume the office of youth mayor, the position will be filled by the same application and interview process as defined herein. Officer positions shall be filled by application and interview process. Any member interested in this office shall fill out an application which shall be turned in to the youth advisor(s). The applicant will then be interviewed by the youth mayor, youth mayor pro tem, youth advisor(s), and city mayor. Officers shall be chosen by majority vote of the interview panel.

IV. Term of Offices

Term length is one year beginning in June and ending in June of the following year. Interviews will be conducted and members will be notified before June each year.

V. 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 interview panel at the next regular meeting.

Article 4 – Meetings

I. Regular Meetings

Regular meetings of the youth council shall be held on the second and fourth Thursday of each month from 5:00 p.m. until the completion of the agenda. The principal meeting place of the youth council shall be at West Bountiful City Hall. The agenda shall be approved by the youth mayor, youth mayor pro tem, and the youth advisor(s) prior to the meeting and provided to the City Recorder 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, the city's newsletter, and the city's marquee. All meetings of the youth council shall be open to the public and be subject to all requirements of Utah open meetings laws.

II. Special Meetings

Special meetings may be called by the youth mayor or youth advisors. Prior notification of twenty-four hours shall be given by the secretary.

III. Quorum and Voting

A simple majority of the council must be present for a meeting to be held. 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.

IV. 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; each meeting will include the Pledge of Allegiance and a prayer or thought. Roll shall be taken at each meeting and a list of attendees will be included in the minutes of the meeting.

V. Recordings of Meetings

Written minutes and an audio recording shall be kept of the proceedings of council meetings by the youth recorder; if not present the secretary shall assume these duties. Written minutes shall be provided to the city recorder once approved. Minutes will be made available to the public upon request.

VI. Attendance

Each member of the youth council is required to attend all meetings and activities. If they are unable to attend due to extenuating circumstances they must notify the youth mayor or youth advisor(s) prior to the day of the meeting or activity. If they fail to provide notice it will be recorded as an unexcused absence which is recorded as two absences instead of one. Before or after a meeting or activity, an absence may be excused and recorded as one absence or may be excused and not count as an absence at the discretion of the advisors.

After accruing five absences from meetings or two absences from activities the council member will receive a probationary letter from the youth mayor and youth council advisors. If a member of the youth council accrues seven absences from meetings or four absences from activities, they will be dismissed from their position on the youth council. One meeting can be made up by five hours of community service; one activity can be made up by ten hours of community service. All probationary service projects must be approved by the city council. Three meetings and one activity can be made up each term. Members cannot make up missed meetings or activities until after they have received a probationary letter.

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. Any changes or amendments shall be approved by resolution of the city council.

Adopted March 6, 2018