

Hernando Mayor's Youth Council By-Laws

ARTICLE I. INTENT

The intent in preparing and adopting these By-Laws is to provide a framework for organization of the Mayor's Youth Council, its actions and agenda.

ARTICLE II. OFFICES

The principal location of the Mayor's Youth Council shall be at the Hernando City Hall Board Room, 475 West Commerce Street, Hernando, MS 38632. The Mayor's Youth Council may have such other offices as the business of the Mayor's Youth Council may require from time to time.

ARTICLE III. MEMBERS

Section 1. Regular Meetings: The Mayor's Youth Council shall hold regular meetings during the school year, two (2) in each of the months between September and April of the school year. The meetings shall be held on the first and third Thursdays of the month at 6:30 p.m. unless otherwise noticed pursuant to these By-Laws.

Section 2. Special Meetings: Special meetings of the members, for any purpose or purposes, may be called by the Executive Committee.

Section 3. Place of Meeting: The Executive Committee may designate any place as the place of meeting for any meeting called by the Executive Committee. If no designation is made, or if a special meeting be otherwise called, the place of meeting shall be the principal location of the Mayor's Youth Council.

Section 4. Notice of Meeting: Written or printed notice stating the place, day and hour of the meeting shall 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 social media, by or at the direction of the Executive Committee to each member of record entitled to vote at such meeting. The notice of a regular or special meeting of the Mayor's Youth Council shall specify the purpose of the meeting, including amendment to these By-Laws, or business to be transacted at such meeting and the agenda to be considered.

Section 5. Voting: Each member shall hold the privilege of one (1) vote for any motion brought before a quorum of the Mayor's Youth Council. A quorum shall consist of those members who are in attendance. Majority rules. The President shall only exercise his/her voting privilege in the event of a tie.

Section 7. Election and Term of Office: The Executive Committee will consist of a President, Vice-President, Secretary and Communications Officer. Executives to be elected by the members shall be elected annually by the members at the end of the school year. The Executive Committee positions can only be made by voting. Each executive shall hold office until resignation or termination in the manner herein provided.

Section 8. Members: Membership in the Mayor's Youth Council is through application only. Applications are made available through the City of Hernando and through Hernando High School. Students who desire to be on the Mayor's Youth Council must be enrolled in high school. This includes public, private, and parochial high schools as well as organized home school programs. Members may remain on Mayor's Youth Council throughout their high school years; however, all members must reapply and be selected every year.

Section 9. Member Requirements: In order to maintain membership on the Mayor's Youth Council and fairness to every member who attends regular meetings, it is important to make an earnest effort to commit to this

organization. If other commitments and/or scheduled obligations constantly create a conflict which prevents a Mayor's Youth Council member from attending regularly scheduled meetings and/or regular participation in MYC events, or the member fails to consistently attend or notify the Youth Managers of his/her intentions, the Executive Committee and Youth Managers will decide upon the future participation of this member in the organization. Members must attend a minimum of one Board of Alderman meeting.

ARTICLE VI.

Officer Duties

Section 1. Regular Meetings: The Mayor's Youth Council Officers shall hold regular meetings during the school year, between the months between September and April of the school year. The meetings shall be held one day per week, at 6:30pm at the Hernando City Hall Board Room.

Section 2. Officer Requirements: Each member, who desires to hold any elected position on the Executive Committee, shall be required to be a member who is active in the Mayor's Youth Council and has served on the Mayor's Youth Council for at least one (1) year prior to accepting any nomination to the Board.

Section 3. Vacancies: Any vacancy occurring on the Executive Committee because of resignation, removal, disqualification or otherwise shall open that position to nominations and vote on a successor to complete the term of the vacated office. The newly elected individual(s) must be a member(s) who attends regular meetings, has served on the Mayor's Youth Council for at least one (1) year prior to accepting any nomination to the Board, and remains in good standing with the organization.

Section 4. President: The President shall preside at all Mayor's Youth Council meetings and those of the Executive Committee, determine agendas for the regular meetings and the Executive Committee, act as spokesperson for the Mayor's Youth Council, act as signatory on all documents for which the Mayor's Youth Council provides authorization to sign, and act upon any other matters and in the manner authorized by the Mayor's Youth Council. It shall further be the responsibility of the President to prepare the meeting agenda prior to any business meeting.

Section 5. Vice President: In the absence or inability of the President to act, the above-referenced duties of the President shall be performed by the Vice President. The Vice President shall perform such other duties as shall be delegated to her/him by the council.

Section 6. Secretary: The Secretary shall prepare the minutes of each meeting of the Mayor's Youth Council and Executive Committee prior to the next regular meeting, take attendance at each meeting to include in the minutes, prepare and email the minutes of each meeting to the members and Executive Committee. It shall further be the responsibility of the Secretary to compose thank-you notes for sponsors of the Mayor's Youth Council who offer a monetary or in-kind donation.

Section 7. Communications Officer: The Communications Officer shall act as the record keeper of all activities of the Mayor's Youth Council and shall be responsible for updating the Mayor's Youth Council social media accounts bi-weekly with notices of upcoming meetings and events. Be willing to take pictures of the Mayor's Youth Council members at meetings and community service projects and work with Mayor's Youth Council Members to promote the council's efforts in giving back to the community.

Section 8. Chaplain: The Chaplain shall be responsible for leading the members and officers in the Pledge of Allegiance and prayer before the meetings commence. The Chaplain provides a spiritual tone for all meetings and experiences.

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. Removal will be decided by the youth Mangers of the Mayor's Youth Council.

ARTICLE VII.

Membership

Section 1. Member Requirements: In order to maintain membership on the Mayor's Youth Council it is important to make an earnest effort to commit to this organization. If other commitments and/or scheduled obligations constantly create a conflict which prevents a Mayor's Youth Council member from attending regularly scheduled meetings and/or regular participation in MYC events, or the member fails to consistently attend or notify the Youth Managers of his/her intentions, the Executive Committee and Youth Managers will decide upon the future participation of this member in the organization.

Section 2. Officers: Officers must be a MYC member in good standing prior to applying for an officer position. Officers must attend all Executive Committee and Mayor's Youth Council meetings, unless a reasonable excuse acceptable to both a majority of the Executive Committee and the Youth Manager is provided. Officers are required to participate in community service projects sponsored by the Mayor's Youth Council.

Section 3. Non-Executive Members: Members must attend 55% of the Mayor's Youth Council meetings excluding executive sessions. Members are required to earn a total of 20 hours through community service projects sponsored by the Mayor's Youth Council.

Section 4. Youth Statewide Leadership Summit: Members are required to earn a total of 20 hours through community service projects sponsored by the Mayor's Youth Council, attend 55% of the MYC meetings, and attend one Board of Aldermen meeting to be eligible to attend the Youth Leadership Summit.

ARTICLE VIII. SERVICE HOURS

Service hours are earned for participation at Mayor's Youth Council meetings and community service projects. Members and Executive Committee receive (1) hour for attending each bi-weekly meeting, and (1) hour for each hour of MYC community service.

ARTICLE IX. AMENDMENTS

These By-Laws may be altered, amended, or repealed, and new By-Laws may be adopted by the Mayor's Youth Executive Council with prior written notice to the members as provided herein; provided, however, that such alterations, amendments or repeals first be authorized by a majority vote by the members of the Mayor's Youth Council.

ARTICLE X. ADOPTION AND EFFECTIVE DATE

The Amendments to the above-written Bylaws have been mutually agreed upon by the undersigned Executive Committee and are effective upon execution by the Executive Committee. Amendments shall remain in full force and effect until such time as proposed modifications are unanimously adopted by the Executive Committee.

Adopted on this _____ day of _____, 20____.

President

Vice-President

Secretary

Communications Officer