

ROSEMOUNT YOUTH ADVISORY COMMISSION BY-LAWS

The purpose of the Rosemount Youth Advisory Commission is to serve as an advisory body to the Rosemount City Council. These By-laws are adopted to assist the Youth Commission to function and make meaningful recommendations to the Mayor and City Council.

Section I. Membership

- a. Representation: The Youth Commission shall seek in its membership a diverse representation reflecting the community. The Commission shall consist of the number of members appointed by the City Council. Members must be residents of Rosemount. Members will be selected with emphasis on diversity.
- b. Membership qualifications: Commission members will be 14 to 18 years old at the time of selection.
- c. Term duration and limits: Members shall serve a one-year term. Terms shall run between the May Annual meetings of each year. Members in good standing may be reappointed for an unlimited number of terms provided they still meet the membership qualifications.
- d. Annual Meeting: The Annual Meeting will be the designated regular meeting in May. Special meeting revising date, time and location is permitted.
- e. The City Council shall designate a Council Member to serve as Council Liaison to the Commission.
- f. The Assistant City Administrator or a staff representative selected by the City Administrator shall provide additional support for the Commission as Staff Liaison. A City staff member will serve as the Recording Secretary at each regular meeting.

Section II. Attendance

- a. Regular attendance at Commission meetings is expected from all regular Commission members.
- b. Three absences are allowed per year for each regular Commission member. After the third absence, the member will meet with the Commission to determine if the member remains in good standing or will be recommended to the City Council for removal from the Commission. Exceptions may be made by the Commission if special circumstances exist.
- c. All Commissioners are expected to attend one event per year in conjunction with the City Council. These events may include Arbor Day, Night to Unite, or the Leprechaun Days Parade or Golf Event.

Section III. Duties and Functions.

- a. Report annually, or as otherwise specified by City Council, and confer with and advise the Council on matters concerning youth within the City, including:
 1. building commitment for youth issues in the City;
 2. promoting public interest in and an understanding of youth issues and activities;

3. fostering youth involvement in municipal decision-making by creating a forum or a focus group for youth to raise issues and provide input to City of Rosemount Council Members, departments, and policy formulation;
 4. fostering cooperation and interaction amongst social, health and recreational programs offered by the City;
 5. developing realistic goals and outcomes for improving conditions and prospects for youth in the City, including developing a methodology for monitoring progress on achieving these improvements;
- b. Take under advisement, study, hold hearings and make written recommendations to the Council on all matters of youth interest or activities referred to the Commission or initiated by the Commission.

Section IV. Application Process

- a. Members of the Commission shall be chosen or appointed through an application and potential interview process. The City Council is responsible for both re-appointment and appointment of new members for the new term year.
- b. Applications will be available in early March.

Section V. Officers

- a. The officers of the Commission shall be Chair, First Vice Chair, and Second Vice Chair.

Section VI. Officer Duties

- a. Chair
 1. The Chair shall be charged with the administration of the affairs of the Commission with assistance from the Council and Staff Liaisons.
 2. The Chair shall preside over all meetings of the Commission.
 3. The Chair shall appoint committees when necessary to address issues before the Commission.
- b. First and Second Vice Chairs
 1. A Vice Chair shall assume the duties of the Chair during the Chair's absence.
 2. A Vice Chair shall assist the Chair to perform duties when needed, including presiding over sub-committee meetings.

3. A Vice Chair shall be familiar with the By-Laws and inform Commission members of what needs to be adhered to.

c. Additional Officer Responsibilities

1. An annual report of the activities of the Commission shall be prepared by the Chair near the end of a term.
2. The reports shall be presented to both the Commission and to the City Council.

Section VII. Election of Officers

- a. The Chair, First Vice Chair, and Second Vice Chairs, shall be elected by the membership annually at either the first or second meeting of the new term and shall serve until their successors have been duly selected and sworn in.
- b. The officers of the Commission shall be elected by a majority vote provided that two-thirds of the members are in attendance.

Section VIII. Meetings

- a. The Commission shall set a date to meet at least once a month during the school year, and shall otherwise establish time and frequency of regular meetings as deemed appropriate by the membership.
- b. The meetings shall include: review of proposed agenda, minutes from the previous meeting, and reports; and discussion of other issues before the Commission.
- c. The Chair may call special meetings of the Commission with at least three days' notice. The call shall state the subject matter to be considered at the meeting.

Section IX. General Rules

- a. All meetings shall be conducted in general conformance with Robert's Rules of Order.
- b. The presence of at least half of the membership shall constitute a quorum. A quorum is necessary to transact official business at any meeting.
- c. The Commission shall be responsible for its own procedures and order of business and may initiate or carry out activities addressing community concerns as they deem relevant and important with City Council approval.

Section X. Role of City Council

- a. The City Council shall communicate upcoming issues to the Commission, so the Commission may respond accordingly.
- b. The City Council shall educate the Commission on how city government operates.
- c. The City Council shall appoint a City Council Liaison(s) to the Commission.
- d. The City Council shall provide support staff to the Commission to assist the Commission in carrying out its duties.

Section XI. By-Laws and Amendments

- a. Commission By-Laws may be amended at any regularly scheduled meeting provided that two-thirds of the members of the Commission approve the amendment, and provided further that the amendment is part of the agenda for the meeting and the membership has been notified of the proposed amendment in writing. The Commission will inform the City Council of by-law amendments.