



**MAYOR'S YOUTH COMMISSION  
HISTORY, MISSION, PURPOSE & GOALS  
(07.27.16)**

**History:** The Mayor's Youth Commission ("Commission") was developed 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. In February 2007, the Mayor expanded the Commission to include eleven Arlington community organizations that provided youth-based programs or services. In April of 2007, Parks and Recreation department took the lead of the program. At that point, the decision was made to allow the members of the Commission to identify an annual theme to focus on. The Commission strives to engaging in activities, volunteer and leadership opportunities that strengthens the youth involvement in the community.

**Mission/**

**Purpose:** The mission of the Mayor's Youth Commission is to bridge relations between youth and community leaders. The Commission also strives to serve through various volunteer projects aimed at positively impacting Arlington.

**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 Commission Sponsor and Staff liaison along with other adult community 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:** 2011 to current

1. Create a voice for youth.
2. Promote thinkers who want to make a difference for everyone.
3. Help youth become good leaders and citizens.
4. Help teens make better choices by providing positive options within the City.
5. Make Arlington awesome.



**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, Revised 07.27.16)**

## 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 Parks and Recreation Administrative Offices, 717 W. Main St, Arlington TX 76013.

## 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 Staff Liaison, and/or Executive Committee upon the advisement of the Sponsor.

Section 3. **Place of Meeting.** The Executive Committee under the advisement of the Sponsor and Staff Liaison may designate any city facility as the place of meeting for any meeting called by the Executive Committee. If no other designation is made, the place of meeting shall be the Bob Duncan Center.

Section 4. **Notice of Meeting.** All meeting announcements shall be made through email to all members and on the Commission Facebook page. Notice will include the place, day and hour of the meeting, 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. All Officers shall either personally, by e-mail notify or by phone, notify specified members of upcoming commission activities. The notice of a regular or special meeting of the Commission shall specify the

purpose of the meeting, including any amendments to these Bylaws, or business to be transacted at the meeting and the agenda to be considered.

Section 5. **Quorum.** At least ten members plus the presiding Officer shall constitute a quorum. If less than a quorum of such members is present at a meeting, the ranking officer, staff liaison, or Sponsor, 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, a runoff will be conducted. If a tie remains, the item will be tabled until the next meeting.

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 Sponsor and/or Staff Liaison no later than one hour prior to the start time of the meeting.

Section 7. **Membership and Voting Rights.** The Commission shall be comprised of Youth members (“Youth”), Community Organizations (“Organizations”, 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 (See Article III Section 10). 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 Event and Game Coordinator. The Commission will also elect a Junior President, Junior Vice President, Junior Parliamentarian, Junior Treasurer, Junior Secretary and if deemed necessary a Junior Event and Game Coordinator. The individuals who fill these positions will be voting members of the Executive Committee. There may be vacancies in the Junior Positions, excluding Junior President, but not in the regular Officer positions. The meetings will follow Robert’s Rules of Order. A vote requires a quorum in order to be passed.

In the event that there is a vacancy in the President position, the Vice President shall assume the President position. Should the Vice President position be vacant, the Junior President shall assume the Vice President position. Should the Junior President position be vacant, the Junior Vice President shall assume the Junior President position. If there are other vacancies in the Senior positions that are not President or Vice President, those vacancies will be replaced with their Junior counterparts.

Section 8. **Application and Media Release:** Within 60 days of Membership, Youth members are required to have a current “Boards and Commissions Youth Application” form on file in the designated 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 membership with 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 or Sponsor. 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) failure 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 sponsor/staff liaison is provided;
- b) failure 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) failure to meet the 60-day submission requirement of the Photo Release form; or
- d) failure 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; or
- e.) failure to achieve the minimum volunteer requirements per school year. These are volunteering at a minimum of 2 MYC approved events and/or 6 hours of approved volunteering. Both of which require the appropriate documentation; or
- f.) failure to abide by the Code of Conduct for the Commission.

**Section 11. Notification of Termination:** Any member in danger of losing membership on the Commission will be notified via e-mail. The Staff Liaison or Sponsor will track meeting attendance and notify affected members. The Staff Liaison or Sponsor will notify the Youth and their parents if a 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 Staff Liaison or Sponsor 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. Ex Officio members are comprised of city staff from the Parks & Recreation Department (Staff Liaison or Sponsor – designated by the Director of Parks and Recreation) and/or the Mayor's Office (Assistant to the Mayor)

**Section 13. Election:** An election will be held in May of each year. Youth members may become Officers. Officers will serve for a one-year term, from July to June, with no limit to the number of terms. Officers are the President, Vice President, Parliamentarian, Treasurer, Secretary, Entertainment/Games Coordinator Junior President, Junior Vice President, Junior Parliamentarian, Junior Treasurer, Junior Secretary and Junior Event and 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 the retreat for incoming positions.
- c) Commit to attend all scheduled meeting.
- d) Follow through on designated officer responsibilities.
- e) Assist in developing incentive activities for attendance and participation.
- f) Help develop possible activities and volunteer options.
- g) Assist on the development of guidelines of the Commission.
- h) Co-develop and plan special events and 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 executed by the Executive Committee upon the advisement of the Sponsor and/or Staff Liaison. The Executive Committee shall be responsible for reviewing meeting agendas, leading monthly meetings, ensuring meetings are properly conducted and productive. All Executive Committee members have voting privileges during the Executive meetings (See Article IV, Section 3).

**Section 2. Executive Committee Tenure and Qualifications.** The Executive Committee shall be comprised of Officers and Junior Officers. 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 July 1 and continuing through June 30 of the following year.

**Section 3. Regular Executive Committee Meetings.** A regular meeting of the Executive Committee will be held immediately prior to regular meetings 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 requested by any member of the Executive Committee with the approval of the Sponsor, and shall be held at the time and place designated by the Sponsor or Staff Liaison.

**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 May meeting and take office at the June meeting. Each executive shall hold office for one (1) year from June 1 to May 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. Junior Officer positions may complete the term with a vacancy.

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:

▪ **President**

- preside over and conduct all meetings of the Commission
- determine agendas with the Sponsor and/or Staff Liaison for the regular meetings of the Commission
- 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
- formulate ideas with activities related to that year's theme
- network with various elected officials and organizations/establishments to support our annual theme, including volunteering, social, or events to raise funds
- coordinate with other officers for events/activities

▪ **Vice President**

- act in the place of the President upon the President's absence or inability to act as authorized herein
- take action as delegated by the President.
- formulate ideas with activities related to that year's theme
- network with various elected officials and organizations/establishments to support our annual theme, including volunteering, social, or events to raise funds
- coordinate with other subcommittees for events/activities

▪ **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.
  - coordinate and reach out to companies or organizations to advocate or inform them about the Commission and possible speaking opportunities
  - coordinate any speaking engagements for upcoming meetings based on need
- **Treasurer**
    - shall preside over all Commission meetings in the absence of the President, Vice President, and Parliamentarian
    - the Treasurer is responsible for all financial matters of the Commission including the budget, financial reports and fund raising
    - come up with ideas to raise funds for MYC and/or a charity/organization that pertains to our theme. Often times, it may involve interacting with all of the other officers in order to have a successful event
    - annually, the treasurer will coordinate two separate fundraising activities. The first is done in November and the second in April
- **Secretary**
    - shall preside over all Commission meetings in the absence of the President, Vice President, Parliamentarian, and Treasurer
    - the Secretary, under the guidance of the Staff Liaison, takes attendance
    - prepares the minutes of each meeting of the Commission prior to the next regular meeting
    - prepares the notices of each meeting and act as the record keeper of all activities of the Commission
    - run the MYC Twitter Feed and Instagram with appropriate text/photos related to only MYC activities about upcoming events, rehearsals, meetings, and any other activity/event that pertains to MYC
- **Event 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 Event and Game Coordinator(s) will organize incentive activities for Commission members, social functions associated with the Commission agendas and work closely with the Treasurer, Sponsor, and Staff Liaison on financial cost associated with activities

- **Junior President**
  - determine agendas with the Sponsor and/or Staff Liaison for the regular meetings of the Commission
  - act as spokesperson for the Commission
  - formulate ideas with activities related to that year's theme
  - network with various elected officials and organizations/establishments to support our annual theme, including volunteering, social, or events to raise funds
  - coordinate with other officers for events/activities
  
- **Junior Vice President**
  - act in the place of the President upon the President's absence or inability to act as authorized herein
  - take action as delegated by the President.
  - formulate ideas with activities related to that year's theme
  - network with various elected officials and organizations/establishments to support our annual theme, including volunteering, social, or events to raise funds
  - coordinate with other subcommittees for events/activities
  
- **Junior Parliamentarian**
  - the Parliamentarian will insure that proper procedures are maintained in meetings and all members have an opportunity to speak
  - coordinate and reach out to companies or organizations to advocate or inform them about the Commission and possible speaking opportunities
  - coordinate a group of MYC members who are passionate about sharing an idea or story to improve others. Practice and develop the presentation when applicable
  - coordinate any speaking engagement for upcoming meetings based on need
  
- **Junior Treasurer**
  - shall preside over all Commission meetings in the absence of the President, Vice President, and Parliamentarian
  - the Treasurer is responsible for all financial matters of the Commission including the budget, financial reports and fund raising
  - come up with ideas to raise funds for MYC and/or a charity/organization that pertains to our theme. Often times, it may involve interacting with all of the other officers in order to have a successful event

- annually, the treasurer will coordinate two separate fundraising activities. The first is done in November and the second in April

▪ **Junior Secretary**

- shall preside over all Commission meetings in the absence of the President, Vice President, Parliamentarian, and Treasurer
- the Secretary, under the guidance of the Staff Liaison, takes attendance
- prepares the minutes of each meeting of the Commission prior to the next regular meeting
- prepares the notices of each meeting and act as the record keeper of all activities of the Commission and keep archives
- run the MYC Twitter Feed and Instagram with appropriate text/photos related to only MYC activities about upcoming events, rehearsals, meetings, and any other activity/event that pertains to MYC
- help the senior secretary run the MYC Twitter Feed and Instagram with appropriate text/photos related to only MYC activities about upcoming events, rehearsals, meetings, and any other activity/event that pertains to MYC

▪ **Junior Event 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
- plan events/activities to get MYC members more involved
- the junior event and game coordinator(s) will assist the senior event and game coordinator(s) in organize incentive activities for Commission members, social functions associated with the Commission agendas and work closely with the Treasurer, Sponsor, and Staff Liaison on financial cost associated with activities
- can co-coordinate with the other officers groups to come up with ideas for social events that could range from volunteering to socials to fundraising events

All Junior Officers will assist the regular Officer positions with duties and guidance on matters related to the Commission.

All Officers will assist in agenda items, and reminding members of meetings, upcoming events, and volunteer opportunities.

All Officers are expected to attend meetings and extra activities held by the Commission.

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. A special meeting may be called by the Sponsor or Staff Liaison and remaining Executive Committee members to determine the best course of action. This may include a written warning, temporary suspension,

and/or removal from officer position. In the event that a position vacancy occurs, a special election will occur to fill the position.

**Section 10. Executive Committee Agendas.** Any member of the Executive Committee or any other members of the Commission may submit a request for placement of an item on the agenda to any member of the Executive Committee and/or the Sponsor or Staff Liaison for consideration at the next following regular meeting. Such request shall be placed on the agenda at the discretion of the President, and/or Sponsor or Staff Liaison and, if placed upon the agenda, shall be considered at a regular meeting. A minimum of seven days is required to provide adequate and sufficient notice to be under consideration.

**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.

**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 Sponsor and/or Staff Liaison 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 VII. AMENDMENTS

These Bylaws may be altered, amended, or repealed, and new Bylaws may be adopted by the Executive Committee and/or Sponsor or Staff Liaison 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. The Executive Committee will review and decide upon adopting the revised By-laws via a majority vote.

## 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. These modified by-laws are effective as of 29<sup>th</sup> day of July 2016.