

## **Sample Youth Advisory Committee By-Laws...**

### **Article I: Purpose and Function**

#### **A. Purpose**

The Youth Advisory Committee's (YAC) is responsible for advising the New Orleans Recreation Development Commission on "the effects of policies, needs, assessments, priorities, programs, and budgets concerning the children and youth of New Orleans as they relate to this commission." The YAC shall give youth voice to the New Orleans youth population, and serve no particular group, but be a representative NORDC as a whole.

#### **B. Function**

1. Advise and provide collective input and recommendations to the NORDC on policy, programs, facilities, and other matters of the commission they relate to needs of New Orleans youth.
2. Gain youth input and support, and to encourage youth participation in NORDC.
3. Serve as a special communication link between NORDC and the youth of New Orleans.
4. Produce an annual "State of the Youth" study that gauges the youth public opinion on the state of NORDC programming, facilities, and recommendations for what needs improvement from the perspective of the youth of New Orleans.
5. Providing opportunities for youth involved with local community organizations, groups, and the general public to have a space to express their views on the actions of NORDC.
6. Read, research, discuss and analyze statistics, reports, surveys, news articles and any other kind of data relating to young people in New Orleans, all of Louisiana, and the entire United States.

### **Article II: Membership and Officers**

#### **A. Members**

1. Each NORDC member shall appoint one (1) youth to serve on the YAC.
2. 13 At-Large members shall be selected from an annual selection process. Each year, the YAC staff shall produce an application and conduct an interview process for youth who are interested in joining the Youth Commission. The at-large seats shall prioritize members from underrepresented communities to ensure that the Commission represents the diversity of the City, and shall be selected by a committee set up by the NORDC Executive Director
3. All members of the YAC shall be year-round residents of the City of New Orleans and be no younger than 14 and no older than 21 years of age. Members shall not be directly related to employees of any of the local governments represented on NORDC. Should the status of any YAC member change in such a way it would disqualify him/her from membership.

#### **B. Terms**

1. Members shall hold office for a term of one (1) year.
2. YAC members shall not serve more than four (4) consecutive terms.

3. All terms begin on August 1<sup>st</sup> and expire on July 31<sup>st</sup> of the following year.
- C. Officers
1. The Officers shall be elected on an annual basis at the first regular meeting of the YAC held on or after August 1. If any YAC officer seat becomes vacant, that office shall be filled at the first meeting after the vacancy occurs by a majority vote of the YAC members. Officers on the CAC shall be:
    - i. *Co-Chairpersons*: There shall be two (2) Chairs of the YAC who shall preside at all meetings of the YAC. The Co-Chairs, working with members of NORDC and relevant staff support, shall oversee the preparation and distribution of the agenda for all meetings. The Chair shall encourage YAC members to participate in all meetings. The Co-Chairs shall be accountable to NORDC as a whole and shall serve as liaison and the official spokespersons to the public.
    - ii. *Secretary*: The Secretary shall coordinate the taking of minutes and the recording of all meetings of this committee. If neither Co-Chairperson can attend a meeting the Secretary shall preside over the relevant meeting.

### **Article III: Meetings, Attendance and Staff Support**

#### A. Meetings

1. All meetings of the YAC are open to the youth in the general public. Non YAC youth are welcome at meetings and may express their opinions at such times as designated by the agenda or when recognized by the YAC Chairpersons.
2. Meetings shall be held on the first and third Wednesday of every month at 5pm. Meetings shall be held at 800 Race St.
3. The presence of a majority of the members of the YAC shall constitute a quorum for all purposes.

#### B. Attendance

1. The YAC requires the full commitment and involvement of each member to succeed. In order to ensure our success no member may miss more than three (3) YAC meetings within in any 6-month period.
2. Any member who misses three (3) consecutive YAC meetings must meet with the YAC coordinators and/or co-chairs to address the member's commitment and/or existing barriers to attendance.

#### C. Staff Support

1. NORDC shall hire, or contract, a full-time and/or a part-time staff position to serve in a support, facilitation, and organizing role.
2. Support staff will work to infuse positive youth development throughout the work of all the YAC, as well as throughout NORDC. This includes providing relevant training to the NORDC work.
3. Help commissioners explore and research issues. This includes supporting the drafting and editing of any written communication or public notices.
4. Speak on behalf of the YAC at public meetings when no commissioners are able to attend and the Commission has taken a position on the items-at-hand.

## **Article IV: Committee and Subcommittees**

### **A. YAC Subcommittees**

1. “State of the Youth” Committee: This committee will work to create a survey tool to distribute to the youth of New Orleans on a yearly basis. Using the data collected from this survey, along with NORDC data, this committee will present a “State of the Youth” address to the city. This report will be completed and delivered prior to June 1<sup>st</sup> of each year.
2. Youth Outreach Committee: This committee will work to engage youth of all ages in the work of NORDC. This includes, but is not limited to, town hall meetings, community events, focus groups, collaboration with other youth serving groups, and other public initiatives. This committee is also responsible for promoting the programs and initiatives of NORDC to the youth of New Orleans.
3. Ad hoc committees (also called “task forces”) shall be established to meet unmet needs, or common areas of interest and/or policy goals.

## **Article V: Youth Advisory Committee By-Laws and Effective Date**

- A. Any changes to the By-laws will be reviewed and voted on by NORDC
  1. These Bylaws shall become effective upon adoption by the New Orleans Recreation Development Commission By-laws.
  2. These By-laws may be amended at any regular meeting by a majority vote of the NORDC membership provided that the amendments(s) has(have) been submitted in writing at the previous regular meeting.