



**CITY OF HITCHCOCK  
YOUTH ADVISORY COMMISSION  
BYLAWS AND RULES OF PROCEDURE**

**ARTICLE I**

**CREATION AND PURPOSE OF THE YOUTH ADVISORY COMMISSION**

**Section 1.** There is hereby created a board to be known as the Youth Advisory Commission which shall consist of eight members that are currently enrolled in school and live in the city limits of Hitchcock. These members are appointed by the Mayor, subject to the approval of the City Council

**Section 2.** The Youth Advisory Commission shall study, investigate, plan, implement, and advise the city of matters related to youth. Specifically, the Youth Advisory Committee is assigned with identifying areas for improvement related to youth, including developing programs and services that empower, support, and inform youth; that create a family-friendly community; and that enable and encourage you to be productive members of the community. The Youth Advisory Committee shall serve as an advisory body to the City of Hitchcock on matters that relate to youth.

**ARTICLE II**

**GENERAL DUTIES AND RESPONSIBILITIES OF THE COMMISSION**

**Section 1.** These rules of procedures shall be known as the Bylaws and Rules of Procedure of the Youth Advisory Commission of the City of Hitchcock.

**Section 2.** The duties and responsibilities of the commission are as follows:

- (a) The Youth Advisory Commission shall have all the powers granted herein and shall perform all duties as provided herein.
- (b) The Youth Advisory Commission shall adopt rules and regulations for the conduct of its meetings and for defining in detail the duties of its members, officers, and committees.
- (c) The Youth Advisory Commission shall work with the City Council and city staff to develop and implement policies that focus on youth.
- (d) The Youth Advisory Commission shall advise the City Council and city staff on important issues that relate to youth.

- (e) The Youth Advisory Commission shall facilitate the planning and organization of community events and meetings related to youth.
- (f) The Youth Advisory Commission shall build partnerships with individuals, groups, and organizations that impact both youth and families.
- (g) The Youth Advisory Commission shall partner with individuals, groups, and organizations in the planning and implementation of services, support, and opportunities that impact both youth and family.
- (h) The Youth Advisory Commission shall carry and implement other directives from the City Council, and city staff.

### **ARTICLE III**

#### **MEMBERSHIP**

**Section 1.** Youth membership requirements are as follows:

- (a) The Youth Advisory Commission shall consist of eight voting members, who represent the diversity of thought and experience of area youth. The eight voting members shall be between the ages fourteen and nineteen. These members shall meet the following qualifications:
  - (1) Reside within the corporate boundaries of the City of Hitchcock.
  - (2) Reside within the boundaries of Hitchcock Independent School District; or
  - (3) Attend a state recognized school (public, private, charter) or homeschool within the corporate boundaries of the City of Hitchcock.
  - (4) Must maintain an AB average.
  - (5) Must be well disciplined at school and all school related activities.

**Section 2.** Ex-Officio and non-voting member requirements are as follows:

- (1) One resident affiliated with the youth group, appointed by the City Council to serve as facilitator to the Youth Advisory Commission.
- (2) One city staff member appointed by the City Council to serve as a non-voting staff liaison to the Youth Advisory Commission.

**Section 3.** Ex-officio and non-voting member requirements are as follows:

No individual who has been convicted of a felony shall be qualified to serve as an ex-officio member of the commission. By applying for appointment to the Youth Advisory Commission, applicants for ex-officio membership must consent to a background check for such purposes, to the extent provided by law.

## ARTICLE IV

### APPLICATION AND APPOINTMENT

**Section 1.** Application and appointment requirements are as follows:

- (a) Any interested individual who meets the qualifications may indicate interest in serving the Youth Advisory Commission by submitting the following information to the city staff liaison in City Hall:
  - (1) Completed Application: Applications will be available at City Hall and on the city website. Applications will also be distributed at the appropriate offices at the schools.
  - (2) Applicants for initial appointment must submit a letter of reference. This is not necessary for applicants who wish to be reappointed.
  - (3) Applicants for initial appointment must submit a short essay describing the applicant's reasons for wanting to serve on the Youth Advisory Commission. This is not necessary for applicants wishing to be reappointed.

**Section 2.** All applications will be initially reviewed by city staff and/or the Mayor. Selected applications will be given to the City Council for review. Appointments will be made by the City Council.

## ARTICLE V

### TERMS OF OFFICE

**Section 1.** Terms of office for the commission members are as follows:

All terms of office for all Youth Advisory Commission members shall be two years and will begin September and end August, with option of applying for reappointment until the student has graduated from school. Reappointments will be based on past participation in and commitment to the Youth Advisory Commission activities. Appointed seniors will serve a one-year term.

**Section 2.** The terms of ex-officio representatives shall be as follows:

The resident acting as facilitator shall remain in that position until they resign or are otherwise removed by City Council.

**Section 3.** The terms for city staff acting as liaisons are as follows:

City staff members that serve as liaisons shall remain in that position for the duration of their employment with the city or until removed or replaced by the City Council.

**ARTICLE VI**  
**PROCEDURAL RULES AND OPERATION**

**Section 1.** The terms of the officers shall be as follows:

At the first meeting after being sworn into office, the Youth Advisory Commission shall elect officers to serve two-year terms. All are eligible for reelection to office during any subsequent reappointment to the Youth Advisory Commission. Officers shall consist of the following:

- (1) Chair: The person elected by the members of the Youth Advisory Commission, who is responsible for running the meetings, developing agenda items, and helping all officers with their duties.
- (2) Vice Chair: The person elected by the members of the Youth Advisory Commission, who is responsible for running meetings when the chair is not present and helping all officers with their duties.
- (3) Secretary: The person elected by the member of the Youth Advisory Commission, who is responsible for taking minutes and making sure the Youth Advisory Commission city staff liaisons have updated minutes.
- (4) Historian: The person elected by the members of the Youth Advisory Commission, who is responsible for keeping track of the history of the Youth Advisory Commission, including event documentation, photography, and website content submittals

**Section 2.** The Youth Advisory Commission shall adopt such rules and regulations governing procedures or bylaws and will ensure that they are maintained.

**Section 3.** The Youth Advisory Commission shall meet once each month at a regularly established time and date. All meetings of the commission shall be conducted consistent with the Open Meetings Act. Committees of the Youth Advisory Commission may meet at any time.

**Section 4.** A quorum shall consist of a simple majority of members.

**Section 5.** All Youth Advisory Commission meetings and records shall be subject to the Open Meetings Act.

**ARTICLE VII**

**ABSENCES**

Any member who is unable to attend a meeting shall notify the chair or facilitator in advance of the meeting, stating the reason for his or her absence. Youth Advisory Commission members are allowed three unexcused absences from regular meetings. Excessive absences will cause a member's appointment to be reviewed by the Youth Advisory Commission officers and ex-officio staff, with potential presentation to the City of Hitchcock for action to remove.

**ARTICLE VIII**

**REMOVAL**

Members of the Youth Advisory Commission, other than the ex-officio representatives, may be removed by the City Council for inefficiency, excessive absences as defined by section 32.56, or other neglect of duty.

**ARTICLE IX**

**VACANCIES**

Vacancies occurring on the Youth Advisory Commission, other than through the expiration of a term, shall be filled by appointment by the City Council. The original applicant pool for that year's Youth Advisory Commission should be the first source for such replacement; otherwise, new applicants may be recruited.

**ARTICLE X**

**DISPOSITION OF REVENUE**

All revenues derived from fundraising or other means associated with the Youth Advisory Commission, which are under the direct control of the City of Hitchcock, shall be maintained by the city and deposited to the appropriate fund for utilization and support of Youth Advisory Commission related activities to the extent of citywide needs as determined by the City Council during the annual budgeting of funds for all city departments.