

# STANDARD CITY BOARD/COMMISSION BYLAWS

## BYLAWS OF THE

### San Marcos Youth Task Force

#### ARTICLE 1. NAME.

The name of the board is the San Marcos Youth Task Force

#### ARTICLE 2. PURPOSE AND DUTIES.

(A) The Youth Task Force shall have the following duties and functions:

(1) Mobilize the partner organizations and the community to achieve the goals and implement the strategies set forth in the youth master plan.

(2) Periodically review progress toward meeting the following goals of the youth master plan:

- (a) Increase and improve economic opportunities, conditions and preparation for young people and their families
- (b) Equip and empower parents/families to support child development and success
- (c) Increase and improve availability and access to developmental activities, opportunities and supports
- (d) Increase and improve mental health, resilience, wellness and healthy life choices
- (e) Build engaging and supportive networks and systems throughout the education lifecycle
- (f) Improve communications, coordination and community engagement in support of children and youth

(3) Develop a process to recommend additional goals or refine existing goals.

- (a) A strategic plan and recruitment plan will be created and/or reviewed during the annual Youth Task Force retreat.

(4) Ensure that data from the Youth Task Force is collected on an annual basis and presented to the Core Four Partnership in a report.

(5) Provide oversight so that partners and community members take action on the plan, by working through and with their organizations and constituencies to shape policies and secure and leverage resources to improve child and youth well-being and success.

(6) Participate in and organize community service projects and events.

(7) The youth task force should lead, provide, and participate in youth-led conferences in the Greater San Marcos Area.

(8) Provide services in the Greater San Marcos Area for youth--including mentorship, volunteer opportunities, college and career readiness, and mental health resources.

(B) The Youth Task Force shall make recommendations at any time on the Youth Master Plan priorities or on any Core Four Partnership initiative.

### **ARTICLE 3. MEMBERSHIP.**

(A) The task force is composed of 30 members who can apply to the task force. Membership will consist of the following: 15 representatives for high school students, 10 for university students or 19-24 year olds, and 5 for 8th grade middle school students.

(B) Qualifications for membership

(1) Must be currently associated with the City of San Marcos in some way such as residing in, attending a school in, being employed in, or having a parent who is employed in the Greater San Marcos Area.

(2) Must be within the ages of 12 and 24.

(3) Prospective members must have a reliable form of transportation to and from meetings and events.

(C) Application

(1) Prospective members can complete an application through Community Action, Inc. of Central Texas Youth Services.

(2) Application must be submitted with at least one letter of recommendation. Suggestions as to who can write the letter of recommendation are as follows:

(a) Community Organizer

(b) Teacher

(c) Counselor

(d) Athletic Coach

(e) Employer

(f) Other Professional or Academic References

(C) Task force members serve for a term of 1 years beginning October 1<sup>st</sup> on the year of

induction. The term will end August 1st of the following year.

- (D) If there is a vacancy, a new member from that year's pool of applicants will be selected to carry out the remainder of the term. If there are no applicants remaining in the pool, the vacant spot will be opened.
- (E) An individual youth task force member may not act in an official capacity except through the action of the task force.
- (F) Attendance policy
  - (1) Members are required to attend a minimum of 70 percent of the meetings and events held by the Youth Task Force.
- (G) A member who seeks to resign from the Youth Task Force shall submit a written resignation to the President of the Youth Task Force, the Youth Services Director, and Core 4 Task Force Liaison. If possible, the resignation should allow for a two week notice, so the Youth Services Director can recruit.
- (H) All members must submit an application to sit on the Youth Task Force each year, even returning members.

#### **ARTICLE 4. OFFICERS.**

- (A) The officers of the task force shall consist of a President, Vice President, Secretary, Treasurer, and Marketing Chair.
  - (1) The duties of the office of the President are as follows: attend all meetings; serve as official representative of the Youth Task Force; prepare and administer reports as needed; sign appropriate documents on behalf of the organization; work with the Secretary to prepare agendas; lead meetings; keep the meetings in order; assist in communications between Youth Task Force and various Liaisons; work in partnership with the Youth Services Director to complete all tasks and communicate with Core 4 Task Force, Core 4 Policy Group, and other stakeholders
  - (2) The duties of the office of the Vice President are as follows: Attend all meetings; thoroughly understand all duties of the Youth Task Force President; be the "Presiding Officer" at meetings when the Youth Task Force President cannot be present, and work closely with the Youth Task Force President
  - (3) The duties of the office of the Secretary are as follows: attend all meetings; work with Youth Task Force President to prepare agendas; send notifications and reminders to all members for upcoming meetings and events; prepare reports as needed for the Youth Task Force; record the minutes for each meeting; keep records of current membership, committees and committee members

- (4) The duties of the office of the treasurer are as follows: attend all meetings; maintain records and ledgers of all monies received and expensed; work with Secretary and Youth Task Force President to prepare reports; work with Youth Services Director to obtain information to prepare reports; prepare annual budget reports
- (5) The duties of the office of the Marketing Chair are as follows: attend all meetings; maintains all social media outlets for Youth Task Force; develops and promotes marketing materials as needed; works in conjunctions with other Youth Task Force positions to implement programs and volunteer opportunities; works with the Youth Services Director to have Marketing materials approved prior to posting; Social Media Plan should be planned two weeks in advance to be scheduled

(B) The chain of command is as follows: President, Vice President, Secretary, Treasurer, Historian. If none of the officers are present, it will be left up to the discretion of the Youth Services Director as to whether the meeting should be cancelled. In this case, if the meeting proceeds as planned, the Youth Service Director will lead it.

(C) Officers shall be elected annually by a majority vote of the commission at the first regular meeting after November 1. In the event a current officer becomes ineligible to serve as an officer, the task force may hold an election at the next regular meeting agenda.

(D) The term of office shall be one year, beginning November 1st and ending August 1<sup>st</sup>.

(E) A member may not hold more than one office at a time.

#### **ARTICLE 5. AGENDAS.**

(A) The following general order of business should be used for regular meetings of the Youth Task Force:

1. Call to Order
2. Roll call
3. Open Floor – 30 minutes, 3 minutes per speaker
4. Progress update/review
5. Action Items
6. Question and Answer Session
7. Discuss items for future agendas
8. Adjournment

(B) If a member wishes to add a discussion item to the agenda they must contact the President and Secretary or suggest the item at the end of a meeting.

(C) After first consulting with and receiving input from the Youth Services Director and the

officers, the president shall approve each final meeting agenda.

- (D) The Youth Services Director will email and upload the meeting agenda to the Youth Task Force Drive the Sunday before the meeting (or at least 3 days prior).

#### **ARTICLE 6. MEETINGS.**

- (A) The Youth Task Force shall meet monthly on the third Wednesday of every month. If this day happens to fall on a holiday then the meeting will be held the week before.
- (B) The Task Force will conduct its meetings by the rules of common courtesy and procedure identified in Article 9.
- (C) The president should introduce each item as it appears on the agenda, and in the order in which it appears on the agenda. The president may allow items to be considered out of order with the informal consent of the Task Force.
- (D) Discussion and action is limited to the items listed on the agenda for a meeting. Discussion of any subject not listed on the agenda must be limited to whether to place the item on the agenda for a future meeting.
- (E) Special meetings of the task force shall be called by the Youth Services Director upon the written request of the president or any three members of the task force. A task force member may not call a meeting in addition to its regular scheduled meetings as identified in its adopted meeting schedule, more often than once a quarter, unless the meeting is required to comply with a statutory deadline or a deadline established by the Core Four Partnership.
- (F) A majority of the voting membership of the task force members constitutes a quorum.
- (G) To be effective, a task force action must be adopted by an affirmative vote of the number of members necessary to provide a quorum.
- (H) The president has the same voting privilege as any other member.
- (I) The task force will allow citizens to address the task force during a period of time set aside for citizen communications during their regular meeting. Each speaker will be limited to three minutes.
- (J) The Secretary shall prepare the meeting minutes. The minutes of each task force meeting must include the vote of each member on each item before the task force and indicate

whether a member is absent or failed to vote on an item.

(K) The Youth Services Director shall retain agendas, approved minutes, internal review reports and bylaws. Community Action, Inc. of Central Texas shall retain all other task force documents. The documents are public records under Texas Local Government Code Chapter 552 (Texas Public Information Act).

(L) The president shall adjourn a meeting not later than 8:30 p.m., unless the board votes to continue the meeting.

#### **ARTICLE 7. RECOMMENDATIONS.**

(A) The Task Force is encouraged to provide the Core Four Partnership with advisory recommendations on matters of city policy within their purpose and duties provided in Article 2 as necessary.

#### **ARTICLE 8. COMMITTEES.**

(A) The Youth Task Force will have three standing committees: High School 9G-12G, College/University or between the ages of 19-24, and 8G/Middle School. They may also have ad hoc committees as necessary.

(B) Each committee must be established by an affirmative vote of the task force. Each subcommittee shall consist of the following:

High School 9G-12G up to 15 members, College/University or between ages of 19-24 up to 10, and 8G/Middle School up to 5. A Core 4 Liaison or Core 4 Ad hoc representative member shall be assigned to each committee by the Youth Services Director.

(C) A standing committee must designate a chair, with the member's consent.

(D) Ad hoc committees must designate a chair.

(E) Quorum requirements do not apply to committees.

(F) Each committee shall update the Task Force at least quarterly on their work.

#### **ARTICLE 9. RULES OF COMMON COURTESY AND PROCEDURE.**

(A) During meetings, members shall preserve order and decorum, shall not interrupt or delay

proceedings.

- (B) Members shall demonstrate respect and courtesy to each other, to Core Four Partnership members, and to members of the public appearing before the Task Force.
- (C) Members shall refrain from rude and derogatory remarks and shall not belittle Core Four Partnership members, other task force members, or members of the public.
- (D) The President should exercise control over persons who abridge this policy or disrupt a meeting in the following ascending order of action:
  1. Call the person to order, advising the person of the infraction.
  2. Advise the person that the infraction must cease immediately or the person will be ordered to leave the meeting.
  3. Order the person to leave the meeting. If the offending person is a member of the commission, the President shall call for a vote on the expulsion of the member from the meeting.

**ARTICLE 10. AMENDMENT OF BYLAWS.**

A bylaw amendment is not effective unless approved by the Youth Task Force.

The bylaws were approved by the Youth Task Force at their meeting held on \_\_\_\_\_.

\_\_\_\_\_  
(Signature Youth Services Director)

\_\_\_\_\_  
(Title of Youth Services Director)

After affirmation by vote, these bylaws will go into effect on November 1, 2021.