

# BYLAWS

Adopted:

March 24, 2008

January 25, 2010 amended

July 27, 2015 amended

June 25, 2018 amended

June 24, 2019 amended

June 27, 2022 amended

**October 28, 2024 amended**

**Article I**  
**Name**

There is hereby established a Mayor’s Youth Council for the City of Burleson (herein after also referred to as “Youth Council”).

**Article II**  
**Purpose, Powers, and Duties**

*The Youth Council shall study, investigate, plan, implement and advise the City on matters related to youth;*

*The Youth Council shall develop and promulgate policies, programs and services that empower, support, and inform youth; that create a family-friendly community; and that enable and encourage youth to be productive members of the community;*

*The Youth Council shall serve as an advisory body to the City on all matters dealing with youth;*

*The Youth Council shall work with the Mayor, City Council and City staff to develop and implement policies that focus on youth;*

*The Youth Council shall advise the Mayor, City Council and City staff on important issues that relate to youth;*

*The Youth Council shall build partnerships with individuals, groups, and organizations that impact both youth and families;*

*The Youth Council shall partner with individuals, groups, and organizations in the planning and implementation of services, supports, and opportunities for Burleson’s youth and families; and,*

*The Youth Council shall carry out and implement other directives from the Mayor, City Council and City staff.*

**Article III**  
**Membership**

**Voting Membership.** The Youth Council shall consist of fifteen(15) voting members, all of whom shall reside within the corporate limits of the City or the City’s extra territorial jurisdiction (ETJ) and be appointed by the City Council.

Youth Council members between the ages of 13 and 19, who should broadly represent the diversity of thought and experience among the youth of Burleson, can be nominated: from all secondary schools serving the City of Burleson (middle schools, junior highs, high schools); if they are home schooled; and, if they have finished school or if they are no longer attending school but are not yet 19.

**Ex-Officio, non-voting Membership.** The following shall be ex-officio, non-voting members of the Youth Council:

The Mayor of the City of Burleson;

One (1) Member of the Burleson City Council;

One (1) City staff member appointed by the City Manager to serve as a non-voting, staff liaison to the Youth Council;

**Background Check.** No applicant, appointee or member of the Youth Council who has been convicted of a crime against a minor child shall be qualified to serve on the Youth Council. By submitting an application for appointment to the Youth Council, applicants consent to a background check for such purposes, to the extent provided by law.

**Compensation and Reimbursement of Expenditures.**

Members of the Youth Council shall serve without compensation; provided, however, that each member may be reimbursed for actual expenditures (authorized in advance of the expense being made) reasonably incurred by him or her in connection with his or her duties as a member of the Youth Council.

**Terms of Office.** All terms of office shall begin on June 1<sup>st</sup> and expire on May 31<sup>st</sup> (“year”). The terms for all Youth Councilmembers shall be two (2) years. Youth Councilmembers may be recommended for one (2) additional reappointment for a total of (4) years combined service.

The terms of the ex-officio representatives and City Council representatives will coincide with his or her respective tenure of office.

**Forms and Media Release.** Within 30 days of appointment, Youth members are required to have a completed “Commitment” form, “Official Contact” form, and “Authorization and Release to Record and/or Use Personal Likeness, Image and/or Voice” form on file with the Staff Liaison. Parent/ Guardian signatures are required for youth under the age of 18. These forms are to be completed and submitted within 30 days of appointment. Failure to fulfill this requirement shall constitute a voluntary refusal of participation by the member and shall result in a new youth member being appointed to the Youth Council.

**Absences.** Any member of the Youth Council who is unable to attend a meeting shall notify the Staff Liaison, in advance of the meeting, stating the reason for his or her absence. Two (2) unexcused absences shall constitute the voluntary resignation of a member. Unexcused absences are those absences which occur and notification has not been given to the Staff Liaison prior to the missed meeting.

**Removal.** Members of the Youth Council, other than those representing the City Council , may be removed by the Mayor for inefficiency, neglect of duty or malfeasance while in office, and the applicable governing body may remove the member representing it for the same reasons. The Mayor or governing body, as the case may be, shall file a written statement of the reasons for such removal.

**Resignation.** Any member of the Youth Council may resign at any time, provided, however, that for courtesy and efficiency purposes, notice of resignation shall be in writing to the Staff Liaison. In addition, as described in these bylaws, any member shall be deemed to voluntarily have resigned upon the occurrence of any of the following: failure to be present at eight (8) or more regular meetings; failure to submit “Commitment” form, “Official Contact” form, and/ or “Media Release” within 30 days of appointment; or, failure to notify Staff Liaison or Chair in advance of meeting with reason for absence two (2) times, resulting in two (2) unexcused absences.

**Vacancies.** Vacancies occurring on the Youth Council, other than through the expiration of a term, shall only be filled at the beginning of a new Youth Council year for the remainder of the unexpired term of office.

## Article IV Officers

**Election of Officers.** It is preferred that officers have previous experience on the Youth Council as a voting Youth Councilmember. In order to be considered for an officer position, the Youth Council member must state that they are willing to fulfill all Officer duties as stated in the bylaws. A vote shall be taken after all candidates have expressed their interest in the particular position. After all votes have been submitted for each position the votes shall be tabulated and the winners announced. In the case of a tie, those candidates shall have a run-off election to decide who shall receive the position. In the run-off, each candidate has the option to give a speech with a maximum time limit of three (3) minutes.

### **Duties of Officers.**

**Chair.** The Chair shall preside over and conduct all meetings of the Youth Council and of the Executive Committee. In addition the Chair shall serve as chair for the meetings of committees as assigned. The Chair shall determine agendas with the Staff Liaison and/ or Executive Committee. The Chair shall act as the spokesperson for the Youth Council. The Chair or his or her designee shall report to the City Council on a regular basis. The Chair shall be responsible for completion of an annual report of the Youth Council to be presented to the City Council. The Chair shall be responsible for other duties as assigned by the Staff Liaison, Mayor, and/ or City Council.

**Vice-Chair.** The Vice-Chair shall be responsible for taking on the duties of the Chair in the event the Chair is unable or unwilling to fulfill such duties. In addition the Vice-Chair will be responsible for completing the financial duties of the Youth Council, including but not limited to preparing a budget, maintaining finances, reporting the financial status of the Youth Council regularly, and if needed, the Vice-Chair shall chair a finance committee. The Vice-Chair shall also be responsible for the fundraising efforts of the Youth Council. The Vice-Chair shall attend Executive Committee meetings and other meetings as necessary. The Vice-Chair shall be responsible for other duties as assigned by the Staff Liaison, Mayor, and/ or City Council.

**Secretary.** The Secretary shall be responsible for the proper recording of the minutes of the Youth Council meetings. The Secretary shall be responsible for tracking attendance of all members at the Youth Council meetings. The Secretary shall work with the Staff Liaison in preparing typed minutes and shall present those minutes for approval at the next appropriate meeting. The Secretary shall be responsible for following proper parliamentary procedure and shall assist the Chair and Youth Council with following these bylaws and proper parliamentary procedure. The Secretary shall, if necessary, chair a bylaws committee. The Secretary shall attend Executive Committee meetings and other meetings as necessary. The Secretary shall be responsible for other duties as assigned by the Staff Liaison, Mayor, and/ or City Council.

**Historian.** The Historian shall be responsible for maintaining the History of the Mayor's Youth Council. This includes taking full responsibility for the Annual Yearbook as stated in the bylaws: The annual yearbook shall include pictures and other memorabilia from each event/ activity of the Youth Council. It is to serve as a historical document for each Youth Council documenting events/ activities and the membership of the Youth Council. The Historian will also work closely with the Communication officer to make sure all Youth Council events are documented with photographs. The Historian shall attend Executive Committee meetings and other meetings as necessary. The Historian shall be responsible for other duties as assigned by the Staff Liaison, Mayor, and/ or City Council.

**Communications Officer.** The Communication Officer shall be responsible for the promotion of Mayor's Youth Council as well as maintaining all social media outlets. These include: Burseson Mayor's Youth Council Social Media accounts. The Communication Officer will also work closely with the Historian to make sure all Youth Council events are documented with photographs. The

Communication Officer shall attend Executive Committee meetings and other meetings as necessary. The Communication Officer shall be responsible for other duties as assigned by the Staff Liaison, Mayor, and/ or City Council.

**Executive Committee.** The above listed officers shall comprise the Executive Committee and shall be responsible for duties as described under the section titled Committees, Executive Committee.

## Article V Regular and Special Meetings

**Regular Meetings.** Regular or General Meetings of the Mayor's Youth Council shall generally be held each month. A minimum of 10 regular meetings are to be scheduled each Youth Council year (June 1<sup>st</sup> to May 31<sup>st</sup>). The Youth Council, Mayor, City Council, or the Staff Liaison may vote to reschedule or cancel meetings as necessary. (See Section titled "Regular Meeting Calendar").

**Regular Meeting Calendar.** At the first Youth Council meeting (on or after June 1<sup>st</sup>) each year, a calendar of regular meetings shall be presented to the Youth Council for vote.

It is at this time the Youth Council shall be afforded the opportunity to cancel or reschedule regular meetings due to holidays, testing, or other pertinent conflicts with the dates as outlined.

A 2/3 majority vote in favor of changing a specific date shall be required of those members present to change the date. A simple majority of those members present shall be required to pass the entire calendar as a whole. The approved calendar shall be distributed with the agenda at the following meeting.

**Special Meetings.** Special meetings of the members or Executive Committee, for any purpose(s), may be called by the Mayor, the Executive Committee, or Staff Liaison.

**Place of Meetings.** Any City of Burleson facility can be designated as the place of meeting for any meeting of the Youth Council that has been called, including regular, special, and committee meetings. If no designation is made, the place of meeting shall be the City of Burleson City Hall building (141 West Renfro).

**Notice of Meetings.** A notice stating the place, day, hour, and purpose of the meeting, , shall be provided to all members seventy-two (72) hours prior to the meeting.

**Attendance of Meetings.** All voting members are required to attend a minimum of eight (8) meetings and two (2) MYC community events from June 1<sup>st</sup> to May 31<sup>st</sup> to retain membership on the Youth Council. Any member of the Youth Council who is unable to attend a meeting shall notify the Chair or Staff Liaison, at least 2 days in advance of the meeting when possible. Three (3) absences or attendance at less than eight (8) meetings per year shall constitute the resignation of the member.

**Quorum.** A quorum shall consist of eight (8) voting members total: If less than a quorum is present at the meeting, the ranking officer or Staff Liaison shall adjourn the meeting. A quorum shall be required for the Youth Council to take action upon any item set forth on the agenda.

## Article VI Committees Standing and Ad-Hoc

**Executive Committee.** The Executive Committee shall meet prior to each regular Youth Council meeting when necessary. The Executive Committee shall have the right to determine the agenda of

Youth Council meetings with the Staff Liaison, Mayor, and/ or City Council. The Executive Committee shall aid in the preparation of the Annual Report and annual Yearbook of the Youth Council. The Executive Committee shall be responsible for other duties as determined by the Staff Liaison, Mayor, and/ or City Council.

**Ad-hoc.** Other committees may be created as necessary by the Staff Liaison, Mayor, City Council, and Chair in order for the Youth Council to successfully carry out its duties.

## **Article VII** **Reports Annual and Special**

**Annual Report.** Comprehensive report prepared yearly and presented to City Council documenting the activities, successes, and potential areas of improvement of the Youth Council. Responsibility of the annual report shall be that of the Executive Committee with the primary responsibility to complete and present the Annual Report on the Chair of the Youth Council. Topics should include but is not limited to events, finances, community service, bylaws, policies, retreats, conferences, etc. Should include facts and figures of the activities of the Youth Council as supporting evidence.

**Strategic Plan.** The Youth Council shall have a Strategic Plan to outline goals of the Youth Council for up to four (4) years. Goals should be outlined and adopted by the Youth Council each year.

**Annual Yearbook.** The annual yearbook shall include pictures and other memorabilia from each event/ activity of the Youth Council. It is to serve as a historical document for each Youth Council documenting events/ activities and the membership of the Youth Council.

**Special Reports.** The Chair, Executive Committee, and Staff Liaison may ask for reports in addition to those listed above as deemed necessary. Special Reports may be requested to provide information to the City Council and/ or City Staff as to the activities or plans of the Youth Council.

## **Article VIII** **Conduct**

**Dress and Demeanor.** It is important for members of the Youth Council to appear neat, clean, and appropriate in appearance. Each Youth Councilmember is expected to have appropriate demeanor at all times in order to positively promote the Youth Council, the City of Burleson, and all of the youth of Burleson.

## **Article IX** **Parliamentary Authority**

**Parliamentary Authority.** The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Council may adopt.

## **Article X** **Amendments**

These bylaws may be altered, amended, or repealed, and new bylaws may be adopted by the Executive Committee with prior written notice to the members as provided herein; provided however, that such alterations, amendments, or repeals be authorized by a two-thirds (2/3) vote of all members of the Youth Council, and provided further that vote by proxy shall not be permitted.

These Bylaws have been passed and approved on this the 28<sup>th</sup> of October, 2024 by the Mayor's Youth Council of the City of Burleson.

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Mayor's Youth Council Chair  
2024-2025

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**Janalea Hembree**  
City of Burleson  
Mayor's Youth Council Staff Liaison