

# MYC ELECTION OF OFFICERS

In accordance with Article IV of the Mayor's Youth Council Bylaws the youth council is responsible for voting of officers.



- Chair
- Vice Chair
- Secretary
- Historian
- Communications
- Executive Committee

# Who is eligible to run for office?



- Anyone can run, however it is preferred that officers have previous experience on the Youth Council as a voting Youth Councilmember.
- **The Youth Council member must state that they are willing to fulfill all Officer duties as stated in the bylaws.**



# MYC CHAIR

- Attend chapter meetings.
- Preside over Youth Council meetings and Executive Committee meetings.
- Assist Staff Liaison and/or Executive Committee to determine agenda.
- Act as a spokesperson for the Youth Council.
- Ensure committee members are meeting their goals and projects.
- Responsible for annual report of Youth Council to present at City Council meeting.
- Prepare meeting/event recaps for membership and social media page, due for distribution the first Monday of every month.
- Mentor members.

# MYC VICE - CHAIR

- Attend chapter meetings.
- Take on the duties of the Chair in the event the Chair is unable to fulfill such duties.
- Responsible for completing the financial duties such as prepare a budget, maintain finances, and report the financial status to Youth Council.
- Attend Executive Committee meetings.
- Responsible for fundraising efforts of the Youth Council.
- Chair a finance committee if necessary.
- Mentor members.
- Ensure committee chairs and members are meeting their responsibilities and deadlines.

# MYC SECRETARY

- Attend chapter meetings.
- Preparing typed minutes, due for review the first Monday of the month.
- Track attendance of all members.
- Assist the Chair and Youth Council with following bylaws and proper parliamentary procedures.
- Mentor members.
- Attend Executive Committee meetings.
- Chair a bylaws committee if necessary.

# MYC HISTORIAN

- Attend all chapter meetings.
- Take photos at meetings/events, if unable to attend assign responsibility to a committee member in attendance.
- Responsible for Annual Yearbook to include pictures and other memorabilia from each event/activity.
- Attend Executive Committee meetings.
- Work closely with Communications officer to provide photographs for social media uploads.
- Responsible for maintain the History of the Mayor's Youth Council.
- Mentor members.

# MYC COMMUNICATIONS

- Attend all chapter meetings.
- Responsible for social media outlets such as Burleson Mayor's Youth Council Facebook page, and Instagram page.
- Work closely with the Historian to document events with photographs.
- Attend Executive Committee meetings.
- Mentor members.

# MYC EXECUTIVE COMMITTEE

The above listed officers shall comprise the Executive Committee and shall be responsible for the duties below.

- Shall meet prior to each regular Youth Council meeting.
- Have the right to determine the agenda of Youth Council meetings with the Staff Liaison, Mayor, and/or City Council.
- Aid in preparation of the Annual Report and annual Yearbook.



# OFFICER ELECTION PROCESS

Each candidate will need to make a statement to the Mayor's Youth Council stating their name and expressing their interest in the particular position.

Once all candidates have spoken for a particular position a vote will be taken, on paper, and submitted to staff liaison. The staff liaison will then tabulate the votes and announce the winners of all positions.

At the end of the meeting all officers selected will meet for five to ten minutes to discuss a future date and time in July for an officer workshop.





Questions