

# Manor Youth Advisory Commission

## Bylaws

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### SECTION 1

There is hereby created a Youth Advisory Commission (YAC), also referred to as the Commission, for the City of Manor, Texas. The Commission will consist of eight (8) commissioners from 8<sup>th</sup> through 12<sup>th</sup> grade levels and an unlimited number of resource committee members from 8<sup>th</sup> through 12<sup>th</sup> grade levels of the Manor Independent School District and Manor City Limits.

### SECTION 2

All commissioners will be selected via an open application process at the beginning of the school year and may serve in a nonofficial capacity until they take office in October. Applications may be submitted through the Commission or the City Council. Selection criteria will be based upon their abilities in leadership and community involvement. Prospective Commissioner Applicants will be interviewed by the Mayor, two City Council members, and the YAC City Staff Liaison. The interview process should be completed no later than September 30<sup>th</sup> of the appointment year. If the above panel cannot complete the interviews by the stated time, the interviews will be made by the City Manager and YAC City Staff Liaison. All Commissioners shall be appointed by the City Council.

The YAC City Staff Liaison shall be selected by City Council annually at the time of selection of the youth participants. The YAC City Staff Liaison shall serve as a direct contact between the City Council and the board and shall serve as a mentor. The expectation is that the YAC City Staff Liaison attends meetings, events and programs the board conducts or participates in.

Resource committee members will also be selected via an open application process throughout the year and may serve in full capacity after being accepted to join the program.

### SECTION 3

The term of office for each member shall be one year, or until his/her successor is duly appointed and qualified. Youth Advisory Commission members shall be appointed as set forth in Section 2. However, whenever a vacancy occurs prior to the expiration of a term, an appointment shall be made by the City Council application review committee for the remainder of the unexpired term, subject to confirmation by City Council.

### SECTION 4

All commissioners must meet the following requirements each elected year to maintain a

commissioner status. If requirements are not met, on the following year the commissioner will not be allowed to run for any officer positions. The commissioner will have one year to redeem him/herself. If the commissioner cannot meet the requirements again, he/she will not be allowed to return the following year as a commissioner.

- Commissioners are required to:
  - a. Complete 50 or more volunteer service hours throughout the year within the program or with another program approved by the YAC City Staff Liaison;
  - b. Attend Four (4) Manor City Council meetings during the year;
  - c. Maintain an attendance rate of at least 75% in the Youth Advisory Commission monthly meeting; and
  - d. Attend mandatory events/activities/meetings.

## SECTION 5

The Youth Advisory Commission shall elect from its commissioner membership a Chairperson, Vice-Chairperson, Secretary, and Treasurer for one-year terms of office commencing the first meeting after being sworn into office. The meeting will be held by the YAC City Staff Liaison. The YAC City Staff Liaison will conduct a ballot election and will announce the winners by the conclusion of the meeting. A commissioner shall be eligible for reelection to any of these offices as long as he/she remains on the Commission.

## SECTION 6

The function of the Commission shall be to serve as a liaison between City Council and the youth of the community on issues affecting youth, and to encourage the positive growth and development of youth by involving them in social, cultural, recreational, and other drug-and alcohol-free activities. When requested by City Council or the City Manager, the Commission shall give advice and assistance on matters concerning the needs of youth. The Administration Department will administer the program and the staff' designee will provide support for the Commission.

## SECTION 7

The Commission shall hold meetings at least monthly from August to May of each year at times and places it may designate. All meetings of the Commission shall be in accordance with the Texas Open Meetings Act. At all meetings of the Commission, the presence of a majority of the commissioners then in office shall be necessary and sufficient to constitute a quorum. Special meetings of the membership shall be called by the Chairperson, Vice-Chair, or a commissioner. No business other than that specified in the notice of the meeting will be transacted. The person or persons calling a special meeting shall notify the secretary of the information required to be included in the notice of the meeting. The secretary shall give notice to the YAC City Staff Liaison as required in the Bylaws.

## SECTION 8

Elected Officers Positions:

- a. Chairperson—Chairperson is an elected position. This position is the executive officer of the Manor Youth Advisory Commission (YAC). The chairperson presides and conducts all meetings and should understand Robert's Rules of Order and parliamentary procedure well. The chairperson shall supervise the business and affairs of the YAC and work with fellow commissioners and adult leaders in planning projects and programs. The chairperson shall be the spokesperson for the YAC; therefore, good communication skills are essential. The chairperson shall attend necessary meetings as the YAC spokesperson. The chairperson will make the Biannual Report to the Manor City Council in February and September
- b. Vice-Chairperson—Vice-Chairperson is an elected position. The vice-chairperson shall assume the duties of the chairperson in his/her absence and shall assist the chairperson in the general supervision of the YAC's projects and programs. The vice-chairperson shall perform other duties as assigned by the chairperson or members of the YAC.
- c. Secretary—Secretary is an elected position. The secretary shall record the minutes and notes of each YAC meeting accurately. The minutes should contain information concerning each discussion and action item on the agenda. They should be typed and submitted to the YAC City Staff Liaison within 3 days after the meeting.
- d. Treasurer—Treasurer is an elected position. The treasurer shall give a monthly finance report to the YAC. The treasurer will not be responsible for handling the money except during special events or projects. The treasurer will count the money and turn it over to the YAC City Staff Liaison after the event.

#### Appointed Officers Positions:

- a. Sergeant at Arms (SAA)—Sergeant at Arms is an appointed officer position, not elected. The SAA shall ensure that meetings are conducted in an orderly fashion according to Robert's Rules of Order. Anyone interrupting the meeting will be asked to leave by the Sergeant at Arms.
- b. Public Relations (PR)—Public Relations is an appointed officer position, not elected. This position shall be the spokesperson for the YAC when the Chair is unable to fulfill this obligation; therefore, good communication skills are essential. In addition, this position will coordinate and plan for recruitment events/activities for YAC.
- c. Team Building Leader (TBL)—Team Building Leader is an appointed officer position, not elected. This position coordinates special activities for YAC members to strengthen unity, help acclimate new members, and break the ice for special events. This individual is in charge of the FUN!
- d. Park Ambassador Leader (PAL)—Park Ambassador Leader is an appointed officer position, not elected. This position leads the Park Ambassador program within YAC and leads the group in focusing on park stewardship.

## SECTION 9

All chaperones and volunteers associated with the Commission shall adhere to the highest standards of ethical and professional behavior. To ensure a safe, respectful, and supportive environment for all youth participants, chaperones and volunteers are required to undergo a pre-screening process for all chaperones and volunteers who have direct contact with Commission members. The pre-screening process may include, but not limited to, a background check to search for criminal history, especially convictions involving violence, sexual offenses, offenses against minors, weapons, abuse, neglect, and certain drug or alcohol offenses. This pre-screening process shall be done with the consent of the potential chaperones and volunteers. Background checks must be renewed annually or as required by state law.

## SECTION 10

Chaperones and volunteers shall supervise commissioners during all scheduled activities, including travel and overnight trips. For all off-site activities, overnight trips, and events where youth are present, a minimum of two adult leaders must be present. Chaperones and volunteers must never be alone with a single student in a private setting. All chaperones and volunteers must be in compliance with the Code of Conduct in place for the safety of the commissioners.

## SECTION 11

In the performance of its function, the Commission is authorized to make recommendations to the City Council and/or the City Manager on:

- a. Policy matters affecting the youth of the community.
- b. Planning, organizing, coordinating, and carrying out drug-and-alcohol-free social, cultural, recreational, and other activities for the youth of the community.
- c. Establishing guidelines, rules, and procedures for participation in such activities.
- d. Entering into agreements with entertainers, concessionaires, and other third parties as may be deemed desirable by the Commission within available funds and in accordance with applicable State and City laws and procedures.

## SECTION 12

The Commission shall submit and present to the City Council a written report of its activities for the previous six months by the 2<sup>nd</sup> monthly City Council Meeting of February of each year. These documents shall be retained as a part of the official City records.

By the 2<sup>nd</sup> monthly City Council Meeting of September of each year, the Commission shall submit and present to City Council a written report of its activities for the previous year and an annual plan of work for the ensuing year. These documents shall be retained as a part of the official City records.

## SECTION 13

The City Council approved the Commission's creation of social media platforms approved by the City IT Department. The platforms' main goals are to promote effective communication, maintain respectful dialogue/community discussion, and facilitate the exchange of information with the general public in an open forum. The Commission's social media platform will adopt the City's Social Media Policy.

The Public Relations appointee is responsible for managing the Commission's social media platforms under the supervision of the YAC City Staff Liaison.

## SECTION 14

The Commission shall adopt its own branding, which shall comply with the City of Manor branding subject to the approval of City Council. Any change to the Commission's branding is subject to the approval of the City Council.

## SECTION 15

Subject to the approval of the City Manager, the City's facilities and personnel shall be made available to assist the Commission in carrying out its functions.

## SECTION 16

The Commission is authorized annually to amend its bylaws, rules, and procedures to conduct its authorized activities, subject to the approval of the City Council.

## SECTION 17

City Council will assign a yearly budget for the Commission to use to perform its functions, including, but not limited to, leadership training, recruitment activities, uniforms, youth-related events, yearly projects, and initiatives, attend the TML Youth Summit, and more. City Council will provide support to City Staff and the program through the annual budget and will participate in program events, conferences when invited or requested to attend and engage with the students.

## SECTION 18

Officers & Commissioner members are subject to the attendance policy and procedure adopted by the City Council ([Manor, TX Ord. No. 326](#)).

**Manor Youth Advisory Commission BYLAWS** – *Adopted on July 3, 2024, Amended on November 6, 2024 and April \_\_\_\_, 2025.*