

**BY-LAWS
of the
City of Peoria
YOUTH ADVISORY BOARD**

Article I: MISSION AND PURPOSE

The purpose of the Youth Advisory Board (the “board”) is to provide a coordinated effort and central body to act on issues related to youth in the Peoria community. The board is an advisory board to City Council and the Mayor, acting through the City Manager.

The mission of the board is to provide insight and feedback on issues relating to youth, including city ordinances, long range planning, and city-school district relations. The board seeks to enable youth to participate in improving the quality of life in the community.

Article II: POWERS AND DUTIES

The board shall:

- (1) Advise the city, through the city manager, on the development of public recreational facilities in the City.
- (2) Assist the city staff through the city manager or their designee with the planning and implementation of a Youth Government Day.
- (3) Advise the city, through the city manager or their designee on the activities, programs and events offered to the Youth of Peoria.
- (4) Review ordinances and proposals pertaining to youth issues as directed by the Mayor and Council.
- (5) Adopt bylaws governing the operation of the board, subject to the approval of the Council.
- (6) Perform such other duties as may be prescribed by ordinance or resolution.

Article III: MEMBERSHIP

1. The board shall consist of 19 regular members and 2 alternates appointed by City Council in accordance with Peoria City Code (“PCC”) § 18-27(a) and (c). Whenever practicable, the board will recommend to Council that members are in grades 7 to 11 at the time of appointment.
2. Regular and alternate members will serve two-year terms. Terms will commence on July 1 and expire on June 30 of the second following year.
3. The board may only consider an absence from a regularly scheduled meeting to be excused if the absence is reported to the staff liaison prior to the absence from the meeting. The board will determine if an absence is excused by majority vote, subject to Council veto.
4. Notwithstanding PCC § 2-154, the board will recommend to Council for removal any member having two consecutive unexcused absences from regularly scheduled meetings. The board will recommend to Council for removal any member having more than six unexcused absences (in total) from regularly scheduled meetings.

5. Members will also be recommended for removal for the following factors:
 - (a) Death or resignation of a member of a board or commission.
 - (b) Ceasing to be a resident of the City of Peoria.
 - (c) Failure to meet the minimum qualifications for the position of board or commission member.
6. The City Council will direct the replacement of a member who is unable to fulfill their term.
7. Any board member who desires to resign from the board prior to term expiration must do so in writing. The letter of resignation should be addressed to the board and delivered to the City of Peoria Community Services Office at the City of Peoria, 8401 W. Monroe St., Peoria, Arizona 85345, to the attention of the Youth Advisory Board Chairman. The Chairman will forward all resignation letters to the Council.
8. All members must be enrolled in school and in good standing during the school year.
9. For the purposes of school credit, participation in board activities may be applied toward Community Service credit.

Article IV: OFFICERS

1. The board will elect officers annually at a regularly scheduled meeting in May. A majority of the quorum present is sufficient to elect the officers.
2. The board shall elect a chairman and vice-chairman from among its own members; each of who shall serve for one (1) year and until his successor is elected and qualified. Upon vacancy in the position of chairman, the vice-chairman shall succeed as chairman and complete the remainder of their term. Vacancies for any other position, created by any cause shall be filled for the unexpired term by a new election.
3. Officer duties.
 - a. The Chairperson must:
 1. Ensure that the powers of the board are properly executed and that no duty of the board is breached.
 2. Assist in the development of the agenda in coordination with other members and the staff liaison.
 3. Preside over all meetings.
 4. Call roll at meetings and advise on member absences.
 5. Ensure that all comments and agenda items are heard, recorded, and acted upon in accordance with Robert's Rules of Order.
 - b. The Vice Chairman must:
 1. Perform all the functions of the Chairperson in the Chairperson's absence.
 2. Assist committees in fulfilling their objectives.
 3. Create committees and assign board members to committees.

Article V: MEETINGS

1. All meetings are open to the public.

2. Regular board meetings will be held on the second Tuesday of every month at 6:30 p.m., unless otherwise noted on meeting agenda posted through City Clerks office.
3. A quorum must be present for any formal action to take place. Notwithstanding PCC § 18-28(b), the quorum shall consist of eight (8) members.
4. The affirmative vote of a majority of those members present and voting shall be required for passage of any matter before the board. The minutes of the meetings shall reflect the "ayes" and "noes" cast on a particular measure and shall reflect the vote of each member present. A member may abstain from voting only upon a declaration that he has a conflict of interest, in which case such member shall take no part in the deliberations on the matter in question. The vote of any member who fails to declare his vote shall be recorded as a vote in favor the prevailing side, provided that he is not exempt from voting by reason of a declared conflict of interest.
5. Notwithstanding ordinance Peoria No. 01-21, in the event that a regular member is absent from a meeting, the attending alternate may vote to take action on agenda items. Alternate members shall vote in successive order. This means that the two members shall alternate, by meeting, taking the place of an absent member in the voting process. In the event that two regular members are absent, both alternates shall vote.

Article VI: COMMITTEES

1. All members must serve on a board committee.
2. There may be no fewer than three committees, which must include the following: Youth Government Day, Fundraising, and Community Service.
3. Committees may meet during the course of a regular board meeting or in special meetings. Any committee having enough members to constitute a quorum must hold public meetings.