

CITY OF KILLEEN

**YOUTH ADVISORY COMMISSION
BYLAWS
REV. 3/19/26**

DRAFT

ARTICLE I: NAME AND PURPOSE

Section 1.1. Name. Youth Advisory Commission (“YAC”).

Section 1.2. Purpose. 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.

ARTICLE II: MEMBERSHIP

Section 2.1. Number of Members. A Youth Advisory Commission is established for the City of Killeen, Texas, composed of 15 commissioners (“Commissioners”) and an unlimited number of resource committee members (“Resource Members”, and, together with the Commissioners, the “Members”).

Section 2.2. Commissioners. All Commissioners must be students in the 8th through 12th grade levels within the Killeen Independent School District service area, inclusive of all private and home schools. All Commissioners shall be residents of the City of Killeen.

Section 2.3. Appointment of Commissioners. All Members will be chosen through an open-application process at the start of the school year and may serve in a non-official capacity until assuming office in August. Applications can be submitted through the City of Killeen website. Selection criteria will prioritize leadership abilities and community involvement. Prospective Commissioner applicants will undergo interviews with the Mayor (if available), two City Council members, and the Parks and Recreation Department. The interview process is expected to conclude no later than August 1st of the appointment year and swear in shall be no later than August 15th of the appointment year.

Section 2.4. Terms of Office. The term of office for each Commissioner shall be one year or until their successor is duly appointed and qualified.

Section 2.5. Officer Vacancies. Officer vacancies that occur during a term shall be filled as soon as reasonably possible and in the same manner as an appointment in accordance with Chapter 2 of the City of Killeen Code of Ordinances.

Section 2.6. Midyear Appointments. Commissioners may, by motion, make a midyear call for new Commissioners in January of the election year. To make such a motion, there shall be at least one open Commissioner position and at least three applications required to meet the threshold for consideration of a mid-year appointment.

Section 2.7. Resource Members. All Resource Members must be students in the 8th through 12th grade levels within the Killeen Independent School District service area, inclusive of all private and home schools. Resource Members participate in all other aspects of the YAC program. Resource Members do not hold the power to vote in matters discussed by the YAC Commissioners.

Section 2.8. Junior Youth Advisory Commission (JYAC). All JYAC Members must be students in the fourth through seventh grade levels within the Killeen Independent School District service area, inclusive of all private and home schools. JYAC Members do not hold the power to vote in matters discussed by the Youth Advisory Commissioners. JYAC members participate in all other aspects of the YAC program. Each year two Commissioners will be appointed to be the Co-Chairs for the JYAC. The Co-Chairs will chair all the meetings, mentor the JYAC in parliamentary procedures and encourage their participation in the YAC service activities and projects. All JYAC operations, including event planning and execution, must adhere to the established YAC Bylaws.

Section 2.9. Compensation and Expenditure of Funds. Members are to serve without compensation. The Commission and its members have no authority to expend funds or to incur or make an obligation on behalf of the City unless authorized and approved by the City Council.

Section 2.10. Removal. Any Member may be removed from their position for any reason, by a majority vote of the City Council. Any member may be recommended for removal by a Commissioner for any violations of Commission bylaws or City Ordinances, Rules, and Policies applicable to the Commission and the Members.

ARTICLE III: BOARD OFFICERS

Section 3.1. Officers. The Youth Advisory Commission shall elect or appoint from its membership a President, Vice-President, Secretary, and Treasurer ("Board Officers"). The Officers will all serve one-year terms of office commencing the first meeting after being sworn into office and ending the last day of May.

Section 3.2. Terms of Office for Board Officers. In the event of vacancy in the office of President, the Vice-President shall serve as President until the Commission appoints a replacement President. A vacancy in the other Board Officers shall be elected by majority vote of the Commissioners at the next regularly scheduled meeting, or as soon as reasonably practical for the unexpired term. If possible, an officer shall continue to serve until the vacancy is filled.

Section 3.3. Elections. The Parks and Recreation Department will conduct a ballot election for each open Board Officer position and will announce the winners at the end of each ballot vote. A majority vote of Commissioners present shall be required to elect an open Board Officer position. Should a majority not be found, a revote of all currently-filled Board Officers present will be held until a majority is counted. Any Member shall be eligible for election or reelection to any officer so long as he or she an appointed member of the YAC.

Section 3.4. Duties. The President presides at Commission meetings and shall generally manage the business of the Commission. The President shall perform the duties delegated to the Chair by the Commission or by the City Council. The Vice-President shall perform the duties delegated to the Vice-President by the Commission. The Vice-President presides at Board meetings in the President's absence. The Vice-President shall perform the duties of the President in the President's absence or disability. The Secretary shall perform the duties delegated by the President or by vote of the Commission. The Secretary shall record written minutes of all official meetings; maintain attendance records; and maintain all records as determined by vote of the Commission. The Treasurer shall perform the duties delegated by the President or by vote of the Commission. The Treasurer shall maintain budget and financial records and make recommendations on the annual Parks and Recreation YAC budget items as well as all budget revisions.

Section 3.5 Staff Liaison. The Executive Director of Parks and Recreation shall assign a Staff Liaison to the Commission through to assist the elected Secretary on all business and to include any/all communication from Parks and Recreation and the Board.

ARTICLE IV: MEETINGS

Section 4.1. Time and Date of Regular Meeting. The Commission shall meet at least once per month. The regular date, time and place of the Commission meeting will be decided by the Commissioners at the first meeting of the Commission after the officer

election process.

Section 4.2. Agenda. Items may be placed on the agenda by the President, or at the request of any Commissioner at a meeting during the 'Items for Future Agenda' item. The Commissioner requesting the agenda item will be responsible for preparing the agenda item and for the initial presentation at the meeting. Items included on the agenda must be submitted to the Staff Liaison no later than one week before the Commission meeting at which the agenda item will be considered. Agenda packets for regular meetings will be provided to the Commissioners in advance of the scheduled Board meeting. Agenda packets will contain the posted agenda, agenda item backup, and written minutes of the last meeting. The first meeting in September shall include proposals for projects, priorities, and planned accomplishments for the year to be included in two Annual Reports in October and May. All sub-committee chairs shall submit reports in April and September and those chairs will be given the option of presenting those to the Council with the Chairperson. All reports pertaining to the Youth Advisory Commission shall be approved by the Youth Advisory Commission before being presented to the City Council.

Section 4.3. Special Meetings. The Executive Director of Parks and Recreation, Commission President, or vote of the Commission may schedule special meetings as needed.

Section 4.4. Quorum. A quorum shall consist of a majority of the Commissioners then in office. A quorum is required for the Board to convene a meeting and to conduct business at a meeting. In the absence of a quorum at a particular meeting, the remaining Commissioners may review the business slated for the meeting but shall not take any action.

Section 4.5. Call to Order. Commission meetings will be called to order by the President or, if absent, by the Vice-President. In the absence of both the President and Vice-President, the meeting shall be called to order by the Secretary or Treasurer, and a temporary President shall be elected from among the Commissioners present to preside over the meeting.

Section 4.6. Conduct of Meeting. Commission meetings will be conducted in accordance with these Bylaws, the YAC Governing Standards and the City of Killeen Governing Standards and Expectations.

Section 4.7. Voting. Each Commissioner shall vote on all agenda items, except on

matters involving a conflict of interest. In such instances the Commissioner shall make the required disclosures and shall refrain from participating in both the discussion and vote on the matter. The Commissioner may remain at the dais or leave the dais, at the Commissioner's option, while the matter is being considered and voted on by the other Commissioners. Unless otherwise provided by law, an agenda item must be approved by a majority of Commissioners present at the meeting.

Section 4.8. Minutes. A recording or written minutes shall be made of all open sessions of Commission meetings. The Staff Liaison, in conjunction with the Secretary, will be the custodians of all Commission records and documents.

Section 4.9. Attendance. Commissioners are required to attend Commission meetings prepared to discuss the issues on the agenda. A Commissioner shall notify the President or Parks and Recreation Staff Liaison if the Commissioner is unable to attend a meeting. Excessive absenteeism will be subject to action under Council policy and may result in the Commissioner being replaced by the Commission. Excessive absenteeism means missing three (3) consecutive meetings or more than 25 percent of the official Commission meetings in a 12-month period. If a Commissioner is removed from the Commission, that position shall be considered vacant, and a new Commissioner may be appointed to the Commissioner in accordance with Section 2.5 herein.

Section 4.10. Open Meetings. Public notice of Board meetings shall be provided in accordance with the provisions of the Texas Open Meetings Act. All Board meetings and deliberations shall be open to the public and shall be conducted in accordance with the provisions of the Texas Open Meetings Act.

ARTICLE V: REPORTS TO CITY COUNCIL

Section 5.1. Reports. The Commission shall meet with the City Council, as requested, to determine how the Commission may best serve and assist City Council. City Council shall hear reports from the Commission at regularly scheduled Council meetings each May and October per year.

Section 5.2. Annual Reports. The YAC shall present two Annual Reports to the Killeen City Council. One Annual Report will be presented every October detailing the Commission's proposal goals and issues to be considered for the year. A second, follow-up report will be presented in May on the YAC's accomplishments. All Annual Reports shall be approved by a majority of the Commissioners before being presented

to the City Council.

ARTICLE VI: SUBCOMMITTEES

Section 6.1. Formation. When deemed necessary by a majority of the Commission, Subcommittees may be formed for specific projects related to Commission matters. Subcommittees shall be composed of Commissioners, Resource Members and JYAC Members as may be determined by the Commission.

Section 6.2. Expenditures and Obligations. No Subcommittee, or member of a Subcommittee, has the authority to expend funds or incur an obligation on behalf of the City or the Commission.

Section 6.3. Assignment of Commissioner. Each Subcommittee shall have at least one assigned Commissioner. Commissioners may be assigned to multiple Subcommittees.

Section 6.4. Dissolution of Subcommittees. Subcommittees may be dissolved by motion by the Commission after having accomplished the purposes for which it was created. Additionally, the Commission may dissolve a subcommittee it deems unproductive with a two-third vote of the Commissioners present.

ARTICLE VII: BYLAW AMENDMENTS

Section 7.1. Authorization. The Commission is authorized to amend its bylaws, rules and procedures for the conduct of its authorized activities, subject to the approval of City Council.

Section 7.2. Process. An amendment may and must be introduced in writing by any Commissioner at least 14 days prior to a YAC meeting. Any amendment recommendation to Council must be approved by a two-thirds majority of the Commission and then be approved by a simple majority of the overall Commissioners present.

Section 7.3. Bylaw Review. At least once every three years, the Commission shall appoint a Bylaw Review Subcommittee. The Bylaw Review Subcommittee shall conduct a peer review of the Commission's bylaws which shall last for no less than two consecutive meetings. The Bylaw Review Subcommittee shall consist of, at a minimum, all Board Officers and five Resource Members, appointed by the Commission with

simple majority of the overall Commissioners present. The Bylaw Review Subcommittee shall not be dissolved before it makes a report of its findings to the Commission.

ARTICLE VIII: USE OF FACILITIES AND PERSONNEL

Section 8.1. Use of Facilities and Personnel. Subject to the approval of the City Manager, the facilities and personnel of the City shall be made available to assist the Commission in carrying out its functions.

ARTICLE IX. ATTENDANCE.

SECTION 9.1. Commissioners are subject to the attendance policy and procedure adopted by the City Council, (Section 2-118, Killeen City Code of Ordinances).

ARTICLE X. CERTIFICATION.

SECTION 10.1. Certified Copy. A certified copy of these Bylaws, and any amendments hereto, shall be filed with the Secretary.

SECTION 10.2. Repealing Clause. All previously adopted YAC Bylaws shall be and are hereby expressly repealed.

SECTION 10.3. Conflicting Provisions. If any matter discussed within these Bylaws conflicts with State law, local law, or the Governing Standards and Expectations, as amended, State law, local law, or the Governing Standards and Expectations shall control.

ADOPTED this the _____ day of _____, 20____.

By: _____

Name: _____

Title: YAC President

ATTESTED:

By: _____

Name: _____

Title: YAC Secretary

YAC BYLAWS – Adopted November 1993

REVISED October 1998

REVISED February 1999

REVISED March 2003

REVISED September 2004

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