



REVISIONS TO THE YOUTH ADVISORY COMMISSION BYLAWS

RS-26-115

August 4, 2026

Background

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- ❑ Youth Advisory Commission (YAC) was created in 1993 to serve as a liaison to the Killeen City Council
- ❑ On March 19, 2026, the Youth Advisory Commission passed a motion to revise their outdated bylaws. The mission remains the same.
- ❑ The format, language, and descriptions were altered. Twelve sections were removed and 10 Articles were added, including sections that describe each Article in detail.

Background

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- **Under Article II: Membership** – Ten sections were added. The following changes were made:
 - ▣ Reduced the number of commissioners from 37 to 15.
 - ▣ Applications are no longer submitted through the Killeen Independent School District, City Council, or Commission; instead, applications must be submitted through the City of Killeen website.
 - ▣ Commissioners may now, by motion, issue a midyear call for new Commissioners in January of the election year to fill any vacancies, with a required threshold of three applications.

Background

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- **Under Article IV: Meetings** – The following seven new sections were added and explained in detail:
 - ▣ Quorum - A quorum is a majority of the Commissioners then in office, required for the Board to conduct business —without it, Commissioners may only review matters and take no action.
 - ▣ Call to Order - Commission meetings are called to order by the President, or if absent the Vice-President, or if both are absent by the Secretary/Treasurer, who then has a temporary President elected to preside.

Background

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- 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.
- Voting - Each Commissioner votes on all agenda items except when there's a conflict of interest, in which case they disclose and abstain from discussion and voting, and approval requires a majority of Commissioners present unless law provides otherwise.

Background

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- Minutes - Minutes are required for all open Commission meetings, and the Staff Liaison with the Secretary maintains the Commission's records and documents.
- Attendance - Commissioners must attend prepared to discuss agenda items and notify the President or Staff Liaison if they can't, and excessive absenteeism (missing 3+ consecutive meetings or over 25% in 12 months) may lead to removal and a vacant seat filled by appointment.

Background

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- Open Meetings - Board meetings must give public notice and be open to the public, with all deliberations conducted under the Texas Open Meetings Act.
- **Under Article VI : Subcommittees** – The following four sections were added and explained in detail:
 - Formation - The Commission may form project-specific subcommittees by majority vote, made up of Commissioners, Resource Members, and JYAC Members as the Commission determines.

Background

- 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.
- Assignment of Commissioners - Each Subcommittee shall have at least one assigned Commissioner. Commissioners may be assigned to multiple Subcommittees.
- Dissolution of subcommittees - Subcommittees may be dissolved by Commission motion once their purpose is met, or by the Commission with a two-thirds vote if deemed unproductive.

Background

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- **Under Article VII : Bylaw Amendments** – The following three sections were added and explained in detail:
 - ▣ 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.
 - ▣ Process - Written amendment recommendations must be submitted by any Commissioner at least 14 days before a YAC meeting, then approved by a two-thirds Commission majority and a simple majority of overall Commissioners present for Council recommendation.

Background

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- Bylaw Review - At least once every three years, the Commission appoints a Bylaw Review Subcommittee of all Board Officers and at least five Resource Members to peer-review the bylaws over at least two consecutive meetings, and it cannot be dissolved until it reports its findings to the Commission.
- **Under Article VIII : Use of Facilities and Personnel** – This article was added to require City Manager approval for the use of City facilities and City personnel.

Background

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- The changes follow the City Council's Governing Standards (Section 3-20) which prohibits a board from amending its bylaws in a way that limits City Council or that creates requirements for City Council or staff.

Recommendation

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- Staff recommends approving the revisions to the Youth Advisory Commission bylaws.