

LARAMIE YOUTH COUNCIL

By-Laws

RESOLUTION 2021-02

Article 1: NAME.

The name of the organization shall be Laramie Youth Council (LYC).

Article 2: PURPOSE.

City Council Resolution #2015-17, dated February 17, 2015, supported committee formation to establish the Laramie Youth Council for the purpose of youth involvement in local government and community service. The committee who established the LYC will be a governing body for operations, appropriations, and official business decisions of the LYC. The committee will be referred to as the GBC (Governing Body Committee) for purposes of clarity in the rest of the by-laws.

Article 3: MEMBERS.

- 1) The Laramie Youth Council shall consist of up to 15 voting members who will be appointed by members of the GBC established in Resolution #2015-17, and a designated staff appointee with the following guidelines:
 - a) **Qualifications.** Age: age 14 -19 (must be at least age 14 years old but not yet 20 years old before the start of the school calendar year.
 - b) **Eligibility.** Each LYC member must attend school and/or reside in Albany County.
 - c) **Applications.** Applications will be made available to any interested student at the following locations: Laramie High School, Whiting School, Laramie County Community College (Albany County Campus), Rock River High School, Cathedral Home, University Lab School, and any other Albany County education option including home schooled students.
 - d) **Resignations.** Should a LYC member resign, he/she shall submit a written letter of resignation, in advance, to the LYC members, who will forward a copy of the letter to the GBC.
 - e) **Term.** Members shall serve a one (1) year term. Members may be reappointed to the LYC from year to year. Appointments shall be made from applications received during the spring application period.
 - f) **Appointments.**
 - i) The Laramie Youth Council shall be appointed by the GBC established in resolution #2015-17 and a designated staff appointee. The LYC will be ratified by the GBC for one (1) year. The term one year will be defined as the school calendar year. Activities, meetings, and event attendance during summer months (outside the school calendar year) are optional. Should a vacancy occur, the LYC shall review the alternate list for each vacancy and make

recommendations for membership to the GBC. The final appointment and ratification rests with the GBC.

- ii) Selection of Committee Representatives. All committees shall have, as a member, at least one (1) LYC member. The respective members of these committees shall appoint their own officers.

Article 4: Officers.

- 1) **Officers.** Officers shall consist of a Chairperson, Vice-Chairperson, Secretary, and a Treasurer. When deemed necessary, any officer may be removed from office by a two-thirds majority vote of the LYC members; but shall retain Youth Council membership. If an officer resigns prior to their terms end, a written resignation must be submitted to the LYC. A successor will then be appointed by the Youth Council to complete the duration of that term. LYC members may not hold more than one executive office at a time. If the Youth Council sees fit, such officers may hold an executive office for no more than two terms. Such officers may, however, serve as officers on other committees and boards within the LYC.
- 2) **Terms.** These officers shall be elected by LYC members and serve for a one (1) year term.
- 3) **Election.** Elections of officers shall be held during the first meeting of each school year, or when vacancies occur. The procedure for officer selection and committee assignment will mirror the process used by Laramie City Council. The LYC members will be surveyed to see if there is an interest in serving as a LYC officer, the position desired, and the reason for interest in the position. Nominations for each officer position will be held one at a time beginning with the Chair position. Each member of LYC shall be permitted to nominate one person, and a nomination shall not require a second. A nominee who wishes to decline the nomination shall so state at this time. After the nomination, each member of LYC may vote for any of the nominees. If any nominee receives a majority vote of the full LYC which is eight LYC members, that member will be Chair. In no nominee receives a majority vote of the full council, then the full LYC will vote on the two members, or more in the event of a tie, receiving the most votes. The member receiving the most votes of the body will be Chair. In the event of a tie, the chair will be selected in a contest by chance. *City Council officer selection outlined in LMC 2.04.016.*
- 4) **Officers Duties.** Each elected officer will have a separate paragraph to describe their duties. There will also be a paragraph to describe duties of committee members. Each committee will have a separate paragraph to describe the duties and responsibilities of that committee.
 - a) **Chair:**

The role of chair to serves as the administrative head of the Youth Council, addressing a variety of issues that may arise including, but not limited to, conduct amongst fellow LYC members, running the meeting in an effective and efficient manor being certain to follow the set agenda of the council, and calling upon members in group discussions allowing all members of council to provide their viewpoint if desired. This position remains unbiased is receiving comments but is still a voting member of the council. Recognizing members wishing to make a motion and announcing the motion, motion maker, and second before discussion on the motion begins. If a

Special Meeting needs to be called the City of Laramie advisor will work with the Chair and Vice-Chair to disseminate the necessary information.

b) **Vice-Chair:**

The role of Vice-Chair is to assume the role of the Chair in the absence of the Chair. The Vice-Chair will typically support the chair in running the monthly meetings.

c) **Secretary:**

The secretary's role is to take notes as the meeting occurs to accurately reflect the events that occurred during the meeting. After the meeting has concluded the secretary will prepare minutes of the meeting to be presented for approval at the next regular meeting of LYC. A copy of the minutes shall be placed in the binder in the City Clerk's Office, placed on the next agenda for approval, and sent to City Council, Albany County Board of Commissioners, Albany County School Board, and Student Council liaisons.

d) **Treasurer:**

The Treasurer will be responsible for maintaining accurate and up to date information regarding the budget and bank account. A treasurer's report will be presented at each regular meeting of LYC with a reflection of any expenses or deposits made to the account. A copy of the treasurer's report shall be placed in the binder in the City Clerk's Office for record keeping.

Article 5: MEMBER RESPONSIBILITIES AND DUTIES.

- 1) All LYC members shall act as liaisons between the LYC, the GBC, and their constituents; those constituents being either student body populations or community youth populations.
- 2) All LYC members shall stay in contact with the young people they represent, so as to best communicate their constituent's views and needs to the LYC and the GBC.
- 3) Whenever GBC representatives have youth-relevant items on their regular meeting agendas (City Council, County Commissioners, School Board), and whenever otherwise practical, a representative from the LYC should be in attendance.
- 4) All officers of the LYC and its committees shall carry out the responsibilities and duties traditional to their offices. It is assumed that all responsibilities not otherwise assigned reside with the Chairperson, and that she/he may delegate such tasks by appointment.
- 5) All LYC members are encouraged to represent the LYC in the community through other civic engagement and community service.
- 6) Members of the GBC shall refer any relevant youth issues to the LYC for comment and recommendation. The LYC shall respond in a manner timely to the topic or issue and the next meeting of the corresponding governing body.
- 7) Attendance. Attendance is required at all meetings with the exception of excused absences reported to the Chair and advisors.

Article 6: MEETINGS.

- 1) The LYC shall hold regular meetings at least once per month, days and times are to be determined by the appointed members at the start of the term.
- 2) Committee members shall decide on meeting dates for their respective committees. A committee Chairperson may call a meeting (with suitable prior notice to the members).
- 3) A quorum shall be a majority of the appointed LYC/Committee members and must be present to transact any and all official business.
- 4) Minutes of all LYC and Committee meetings shall be recorded by the LYC Secretary. Copies will be provided to all members of the group, the LYC Chairperson, and the GBC. Minutes shall show the times and place of the meetings, a record of attendance, and all official actions taken.
- 5) Notification of any planned or unplanned absence from a meeting, activity or event must be approved by a Laramie Youth Council officer prior to the event and then excused by the majority of the Laramie Youth Council during a regularly scheduled meeting. Repeated absence from meetings, activities or events may be cause for removal of a member from the Laramie Youth Council.
- 6) Notice of any special meeting shall be given at least 24 hours in advance of the meeting and may be called by the LYC/Committee Chairperson or the GBC or designee.

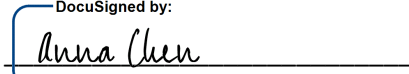
Article 7: AMENDMENTS.

Any of these bylaws may be amended or repealed, and new bylaws adopted, at any time by consent of the GBC and the LYC subject to review and approval of City Attorney and City Clerk.

Article 8: AGREEMENT.


Each qualified prospective LYC member shall be given a copy of these by-laws, which, along with the functions and responsibilities of the LYC, shall be explained to the appointee by the GBC or designee. After all questions are clarified, the appointee shall sign the last page of these by-laws, which will be kept on file.

Adopted this 11th day of October, 2021.

DocuSigned by:

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 (Signature) Laramie Youth Council Chair

Anna Chen

(Printed Name)

DocuSigned by:

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 (Signature) City of Laramie, Advisor