

Goodyear Youth Commission

By-laws

Article I – Name

The Goodyear Youth Commission, hereinafter referred to as the “Commission” is an advisory commission of the Goodyear City Council. The Commission was created on September 24, 2007 under Ordinance No. 07-1089 and amended on July 8, 2019 under Ordinance No. 2019-1441.

Article II – Offices

The principal office shall be located at 190 North Litchfield Road, P.O. Box 5100, Goodyear, AZ 85338 or any other place as shall be lawfully designated by the Commission.

Article III – Mission and Purpose

To be a voice for youth in the City of Goodyear by advising and informing Mayor and Council on issues related to youth and families and by actively engaging the community through public service projects that will benefit youth and families.

We accomplish this through City and community events, service projects and campaigns and by participating in educational opportunities to learn about the inner-workings of municipal government.

Article IV – Membership

Section 1: Number of Members. In accordance with Goodyear City Council Ordinance No. 2019-1441, the Commission will consist of at least 10 and not more than 20 voting members who are students entering grades 9 through 12 that also reside in Goodyear.

Section 2: Terms of Office. The members of the Commission shall serve for a term of two years. Members entering grade 12 when appointed or reappointed shall serve for a term of one year.

Section 3: Powers and Duties. In accordance with Goodyear City Council Ordinance No. 2019-1441, The Commission shall act as an advisory body to the City Council and make recommendations regarding but not limited to:

- 1) Policies, priorities, and plans for involving youth in City government to promote leadership and civic responsibility, including development of youth programming and recreation;
- 2) Developing a budget for any planned project and presentation of the project to the City Council for approval.

The Commission may organize committees and adopt rules and procedures necessary to accomplish its purpose.

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Section 4: Selection. Public notice of all Commission openings will be given following the policies and procedures established by the City of Goodyear. Candidates shall submit a completed application to the City Clerk in order to be considered for appointment. Qualified candidates may be interviewed by Goodyear City Staff and/or Goodyear City Council Boards and Commissions Selection Subcommittee. All members shall be appointed by the City Council.

Section 5: Vacancies. If a vacancy occurs on the Commission, the City Council may appoint a candidate to complete the unexpired term in accordance with the policies and procedures established by the City of Goodyear.

Section 6: Election of Officers. The Commission shall elect a chairperson and vice-chairperson for a term of one year by a majority vote. The positions of chairperson and vice-chairperson shall be filled by upperclassmen (seniors and juniors). If no upperclassmen indicate a desire for these positions, freshman and sophomores will then be eligible.

Section 7: Attendance Policy. If a member fails to attend three consecutive meetings or has four total absences within a one-year period they may be removed from the Commission. Members will notify City staff in advance if unable to attend a meeting.

Section 8: Rules and Responsibilities. Members will adhere to the *City of Goodyear Ethics Policy and the City of Goodyear Policy and Administrative Guidelines Manual*.

Section 9: Removal of Members. Any member may resign at any time by delivering written notice of such resignation to the chairperson of the Commission. A member may be removed by the Commission's staff advisor, with approval from the City Manager, for violating the attendance requirements as outlined in the By-Laws, the *City of Goodyear Ethics Policy* and/or the *City of Goodyear Policy and Administrative Guidelines Manual*.

Section 10: Advisory Nature of Recommendations. All recommendations of the Commission to encourage and promote initiatives for youth and families in the City of Goodyear shall be advisory in nature and require the approval of the City Council. Upon approval of the City Council, the City may provide staff support, use of City facilities, and other non-monetary contributions.

Section 11: Commission Meetings. The Commission shall meet at least eight times per calendar year. Additional meetings shall be scheduled by the chairperson on an as needed basis. All meetings shall be open to the public and are subject to the open meetings laws (A.R.S. 38-431 through 38-431.02). Agendas shall include a list of specific matters to be discussed, considered or decided at the meeting. Summary minutes of the meetings shall be issued. Meetings shall be held at a location accessible and open to the public.

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Section 12: Quorum. A majority of the voting members of the Commission shall constitute a quorum for transacting business at a meeting. No action shall be taken at any meeting in the absence of a quorum.

Section 13: Agenda. The agenda for all meetings of the Commission shall be prepared by the chairperson and staff. Additional agenda items may be proposed by any member of the Commission. Copies of the agenda shall be posted no later than 24 hours prior to the meeting.

Section 14: Order of Business (Parliamentary Procedure)

- a. The chairperson shall call the meeting to order and minutes shall record the members present or absent. The chairperson may call each matter of business in the order of the approved agenda.
- b. In the absence of the chairperson or vice-chairperson an alternate may be selected from the membership.
- c. Unless otherwise provided in these By-Laws, the chairperson shall conduct the meeting as generally provided in *Robert's Rules of Order*, unless such rules are suspended by majority vote of the Commission.

Section 15: Voting. All items for approval shall require a majority vote of a quorum of the Commission. Each member attending shall be entitled to one vote. The minutes of the proceedings shall indicate the vote of each member on every matter acted upon.

Article V - Travel

Section 1: Ethics. Members may have the opportunity to participate conferences, trainings, tours, meetings and/or other events that require travel. Members that travel away from Goodyear as a representative of the Commission, shall continue to adhere to any and all ethical standards for behavior and decision-making that are upheld locally.

Section 2: Costs. All travel costs paid by the City will be in accordance with the *City of Goodyear Policy and Administrative Guidelines Manual* with prior approval from the City Manager. Travel is voluntary and members may be required to fundraise and/or contribute to travel costs, including, but not limited to, lodging, airfare, registration fees and meals.

Section 3: Selection. Members must regularly attend meeting and Commission functions to be eligible for travel. If space is limited, preference for travel opportunities will be given to the chairperson, vice-chairperson, and upperclassmen (seniors and juniors) with a minimum of one-year of service on the Commission. If no upperclassmen indicate a desire to attend, sophomores with a minimum of one-year of service will then be eligible. If space is still available, travel opportunities will be assigned on a first-come basis. The Commission staff advisor may, in collaboration with the chairperson, determine

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additional selection procedures as necessary depending on the event and/or required travel.

Article VI – Official Records

The official records of the Commission shall include these By-Laws, agendas, and minutes of meetings, which shall be recorded with the City Clerk and which shall be available for public inspection during regular office hours. Original papers of all meetings shall be retained as per the state approved retention schedule. Thereafter, such matters may be microfilmed for permanent record.

Article VII – Amendments

These By-Laws may be amended by a three-fourths majority vote at any meeting of the Commission provided such amendment(s) is proposed at a preceding meeting, or is submitted in writing at a prior regular meeting of the Commission and is recorded in the minutes of such meeting. Such amendment(s) shall be subject to ratification by the City Council, and if so approved, shall become effective at the next regular meeting of the Commission after ratification.