**ANCHORAGE YOUTH ADVISORY COMMISSION**

 **YAC BYLAWS 2023**

**ARTICLE 1**

**Section 1: Declaration of Intent**

1. **Intent:** These bylaws have the intent of establishing a guiding document for the YAC, one which will allow the YAC to run as efficiently as possible, while maintaining and upholding Municipal Charter and Code. They also have the intention to promote and strengthen the YAC as a team. Additionally, these bylaws will serve as a foundation for the YAC and will take precedence over any other Rules and Procedures adopted by the YAC, with the exception of those laid out in Municipal Charter and Code.

**Section 2: Meetings and Attendance**

1. **Meeting Dates:** The Youth Advisory Commission shall meet once a month on a date approved by the Commission.
2. **Modes of Attending Meetings:** Members of the Commission may attend meetings via in-person, Microsoft Teams, telephonically, or by other means at the discretion of the Chair and Staff.
3. **Rules and Procedures:** The YAC shall adopt a set of governing bylaws, as decided upon by the Commission, to assist in the facilitation of meetings. Until such procedures are adopted, the YAC will facilitate meetings through parliamentary procedures and Robert’s Rules of Order.
	1. **Quorum:** A quorum is required for all votes.
		1. **Except** in matters pertaining to YAC bylaws, in which case three-fourths of all current members must be in attendance.
4. **Attendance:** The Youth Advisory Commission follows Municipal Charter and Code in matters of attendance.
	1. **Excused Absences:** Members of the Commission must inform the Chair or Staff at least twenty-four hours before a scheduled meeting for an absence to be excused.
		1. **Exemptions:** Each member is allowed one exemption every twelve months to the twenty-four-hour notice. To utilize this exemption members must inform the Chair or Staff of their use of the exemption.
	2. **Absences:** Members of the Commission will be marked “Absent” if they fail to notify the Chair or Staff of a planned absence at least twenty-four hours before a scheduled meeting, barring the use of an exemption. Additionally:
		1. **Members of the Commission are restricted to six consecutive absences in accordance with Municipal Charter and Code.**
		2. Members of the Commission must attend at least two-thirds majority of the regular meetings without excuse in accordance with Municipal Charter and Code.
	3. **Staff Reminder:** The Staff Advisor will send out attendance reminders for members who have three unexcused absences and/or five unexcused absences.

**ARTICLE 2**

**Section 1: Powers and Duties**

1. **The YAC: The following list details the Youth Advisory Commission’s powers and duties.**
	1. Advise the mayor and assembly on issues, services and programs from the youth perspective in our community.
	2. Assist and advise the administration and assembly in developing plans for the establishment of programs and services where none now exist.
	3. Assist in coordinating youth services and programs.
	4. Assist and advise the mayor and assembly on existing services and programs for youth.
	5. Conduct educational and public relations programs designed to create public awareness of the needs of youth and the services which youth can provide to the community.
	6. Conduct surveys and compile and disseminate information concerning housing, health, nutrition, transportation, education, recreation, legal services, and social and mental health services available or not available to youth.
	7. At their own initiative, or in response from the mayor or assembly, make recommendations to the mayor and assembly regarding policies, practices and legislation from the youth perspective.
	8. The commission shall select three adult community members to serve as its advisory board. Members will be appointed by the youth commission, subject to approval by the mayor.
2. Youth representative to the assembly seat. The commission shall nominate individual youths for appointment as the youth representative and an alternate to the assembly, in accordance with section 2.30.025.

**Section 2: Officers**

1. **Chair:** The Youth Advisory Commission Chair shall be elected by the body in accordance with the currently adopted Rules and Procedures.
	1. In addition to any powers and duties granted to the Chair under the currently adopted Rules and Procedures, the Chair will also:
		1. Facilitate all YAC meetings and prepare the agenda for all meetings.
		2. Send meeting reminders to all YAC members.
		3. Send reminders for deadlines on agenda item submissions for upcoming meetings to all YAC members.
		4. Coordinate with the Staff to provide the agenda to the public in accordance with the Open Meetings Act.
	2. In accordance with any powers and duties granted to the Chair under the currently adopted Rules and Procedures, the chair may also:
		1. Propose the goals and direction of the YAC.
		2. Provide strategic planning for YAC.
		3. Serve as an ex-officio member on all subcommittees.
		4. Provide YAC with a monthly report on the activities, actions, and plans of the YAC Officers and Members.
2. **Vice-Chair:** The Youth Advisory Commission Vice-Chair shall be elected by the body in accordance with the currently adopted Rules and Procedures.
	1. In addition to any powers and duties granted to the Vice-Chair under the currently adopted Rules and Procedures, the Vice-Chair will also:
		1. Facilitate all YAC meetings in place of the Chair when:
			1. The Chair is absent.
			2. The Chair must temporarily function as a regular member or briefly excuse themself for ethical reasons.
	2. In accordance with any powers and duties granted to the Vice-Chair under the currently adopted Rules and Procedures, the Vice-Chair may also:
		1. Assist in administrative and executive duties as requested by the Chair and assigned by the Commission.
3. **Staff Advisor: The Youth Advisory Commission Staff Advisor will be appointed by the Administration. The Staff Advisor will:**
	1. Take minutes for all YAC meetings and present the minutes from previous meetings for approval.
	2. Take role call and attendance at each meeting.
	3. Send out meeting reminders to all YAC members.
	4. Finalize the YAC agenda before each meeting.
	5. Assist the body and individuals with YAC matters.
	6. Provide proper public notice of all YAC meetings in accordance with the Open Meetings Act.
	7. Provide insight and advice to the Commission during meetings when recognized by the Chair.

**ARTICLE 3**

**Section 1: Committees**

1. The YAC may form and disband committees in order to achieve and accomplish goals set forth by the Commission.
	1. Committees will be formed and disbanded in accordance with the currently adopted Rules and Procedures.
	2. A Chair will be elected for every committee in accordance with the currently adopted Rules and Procedures.
	3. Committees are free to establish their own Rules and Procedures for use during committee meetings.
	4. Committees must coordinate with the Staff Advisor to provide proper public notice for any committee meetings in accordance with the Open Meetings Act.
	5. Committees will provide the YAC with a report on their proceedings at each regular meeting.

**Section 2: Resolutions**

1. The YAC may craft and propose resolutions which can be sent to the Administration or Assembly and other community organizations at the discretion of the Commission. Resolutions will be drafted, proposed, and approved in accordance with the currently adopted Rules and Procedures.

**ARTICLE 4**

**Section 1: Ratification of the Bylaws**

* 1. These bylaws shall take effect immediately once ratified by a majority of YAC members.

**ARTICLE 5**

**Section 1: Amendments**

* 1. Proposed amendments to these bylaws must be presented to the YAC both in accordance with the currently adopted Rules and Procedures and writing.
1. If the currently adopted Rules and Procedures do not specify the process for proposing amendments to the current bylaws, then any member of the YAC may submit their proposed amendments to the YAC in writing.
2. The YAC will review and discuss all proposed amendments, then form a recommendation concerning the proposal.

**Section 2: Ratification**

1. Proposed amendments require a three-fourths vote of the YAC members to be ratified.

**Section 3: Grammatical Correction**

1. Grammatical or typographical errors in any proposed resolutions or amendments to the bylaws may be corrected by the Staff Advisor with the approval of the document’s author without need for formal amendments.