MADISON COUNTY YOUTH BOARD

BYLAWS

Article I. Purpose

A. The Madison County Youth Board is designed for the express purpose of offering adolescents committed to leadership and wellness activities with a voice in a formal structure. The Madison County Youth Board will consist of adolescents and an adult advisory committee. The adolescents on the board are accountable to their local school, community agencies, fellow board members, and to the adolescents in their community. This involves the implementation of a broad-based peer network designed to provide Madison County social, educational, and recreational activities for youth in their community. In accomplishing this goal, the youth shall bring forth ideas expressed at their individual groups and their own ideas. By doing so, the Madison County Youth Board will focus all youth programs on a common goal, provide a forum for expressing ideas, solving problems, and doing their part toward establishing a safer, secure county for the youth of today and the future.

Article II. Membership

A. Every school will be entitled to have two (2) formal voting youth members. Voting shall occur as designated by the adult advisory board and/or executive board. Membership shall not be otherwise limited. The members must be selected from local leadership and wellness groups and possess the following qualities:
   1. A high degree of maturity
   2. A high degree of leadership and sound judgment
   3. A high degree of cooperative spirit to work well as a member of a team
   4. The ability to organize well, work with details, and exhibit follow-through
   5. An interest in personal and professional growth and initiative to seek guidance and knowledge and to ask for assistance in this process
   6. A high degree of interest in leadership, wellness, education, and peers
   7. A commitment to safe and healthy choices throughout the county
   8. The knowledge, experience, and training to function as a productive member
   9. Alcohol, tobacco, and other drug free
   10. Represent the school and community

B. The youth members can attend as early as the summer before their freshmen year of high school and stay until the summer after their high school graduation.

C. Potential members must submit completed applications to the board Secretary and adult advisory board.

   Approval for board membership will follow this process:
   I. Obtain application
   II. Complete application packet
   III. Submit application packet to board Secretary or advisory adult

D. All adult advisory board members shall be subject to the above qualifications except for Clause B.
Article III. Meetings

A. The Madison County Youth Board shall determine the frequency, location, date, and time of meetings. The Executive Board shall meet 30 minutes prior to the monthly Board meetings as scheduled. It shall be the duty of the President to inform all members of the meeting date, time, and location. All meetings shall be open to the public. A quorum shall be established with at least half of the total youth board members. After a quorum has been established, all business shall be transacted by a majority vote of those youth members in attendance.

B. Meetings shall begin with a roll call of all members and an announcement regarding the presence of a quorum. If a quorum is not present, a vote may not be taken nor may any issues be decided. After the establishment of a quorum, the minutes from the most recent meeting shall be read and approved.

C. A special meeting may be called at the discretion of the Board President after consultation with the Vice-President. It shall be the President’s duty to notify all members of these meetings.

D. At all meetings, votes will be cast by two school representatives excluding the President who shall vote only in the case of a tie. Adult Advisors serve in an advisory capacity, and as such, will not be allowed to vote on issues before the board.

E. July’s Meeting – Each year, the Madison County Youth Board is to hold a Strategic Planning Meeting. This meeting will be held every 1st Thursday in July. This meeting is to be held in place of the regularly scheduled 1st Thursday of the month July meeting. This meeting’s duration, time, and location will be discussed and voted upon by members at the May monthly meeting and confirmed at the June monthly meeting.

Article IV. Officers

A. Members of the Madison County Youth Board shall select one of their youth members to serve as President. The qualifications for the President are:
   1. Must have been a member of the Madison County Youth Board for at least one full calendar year.
   2. Must possess all the qualifications for membership of the Madison County Youth Board.
   3. To become President, one must maintain an attendance rate of three-fourths (3/4) or better for at least one calendar year from the first meeting he/she was eligible to attend until his/her election. All other officers must maintain the regular two-thirds (2/3) attendance rate.

B. Members of the Board shall also choose a Vice-President, Secretary, Parliamentarian, and Historian, and other officers as deemed necessary. These officers must meet all qualifications for President except for that listed in Article IV, Section A, Point 1, “Qualifications for President”.
C. These officers shall serve a term of one year. Election shall be held at the first meeting in August, and every year thereafter. All rules in Article V, “Elections” must be used.

D. The duties of the President shall be:
   1. Set all meetings and notify members in advance
   2. Preside at all meetings
   3. Appoint all committees
   4. Assume other duties general associated with this position

E. The duties of the Vice-President shall be:
   1. Perform the duties of President in their absence
   2. Help the President with duties as assigned by the President
   3. Assume other duties generally associated with this position
   4. Oversee general functioning of activities and sub-committees

F. The duties of the Secretary shall be:
   1. Handle all official correspondence
   2. Keep a file of all Board correspondence
   3. Keep a file of attendance records in accordance with Article VIII, “Attendance”
   4. Take minutes at all Board meetings. At the following meeting, Secretary should have copies for all members
   5. Collect attendance and subcommittee meetings
   6. Assume other duties generally associated with this position

G. The duties of the Parliamentarian shall be:
   1. Maintain order throughout the meeting
   2. Restore order as necessary
   3. Know and understand Bylaws and assist during meetings
   4. Assume other duties generally associated with this position

H. The duties of the Historian shall be:
   1. Record historical events and information about the Board
   2. Add to the existing historical records of the Board
   3. Coordinate pictures, videos, and other items as needed for the Youth Board functions
   4. Maintain and submit data and information on members of the Board for that year
   5. Lead public relations duties
   6. Assume other duties generally associated with this position

I. The duties of other officers will be determined when each position is established

Article V. Elections
A. Election of all officers shall occur once a year at the beginning of a new school year. On the day of the election before the voting, all candidates must speak before the Board as may anyone who wants to speak on a candidate’s behalf. After everyone has had a chance to speak, the election shall be held. Voting shall be by secret ballot with a majority/quorum of Board members present, except the President, having one vote. The adult advisors shall tally the election results and inform the President of the elected member. It shall take a simple majority to win. In the case of a tie, the current President shall secretly cast a vote in favor of the candidate the President feels is best qualified.

B. “Rosenthal Rule” - If current President is running for another term and a tie occurs, sponsors will decide, at their discretion, who is the best fit candidate for the new term.

C. Any vacancy of an office during its one-year term shall be nominated to be filled by the President with the approval of the majority of the Board members present at the regular meeting following the vacancy’s date. The successor’s term will be for the balance of the unexpired term.

Article VI. Committees

Membership Committee
A. Membership Committee will be made of the Membership Committee Chair, four (4) at large members, and one (1) other executive board member.

B. Membership Committee shall meet to review membership applications, extend invitations for pre-approval activities, approve or reject new board candidates, oversee and act on attendance issues and other duties as assigned.

C. In the event of a tie or indecision by the Membership Committee, the Committee Chair will make the final decision.

Article VIII. Attendance

A. All members are expected to attend as many meetings as possible; a 24-hour notice of absence must be reported to the leader of the event. Emergencies will be reviewed.

B. All Board Members will be expected to maintain a minimum attendance rate of two-thirds (2/3). For failure to maintain the 2/3 attendance rate: see Removal Procedure in the Policies and Procedures Manual

C. It shall be the duty of the Secretary to calculate and maintain a record regarding each member’s attendance rate

Article IX. Strategic Planning
A. At the beginning of each year, the Youth Board shall devise a strategic plan for the future

Article X. Amendment

A. These bylaws may be amended by a three-fourth (3/4) or greater vote of all voting members on the Madison County Youth Board. Each proposed amendment must be read at two meetings and an absent member may vote by proxy (write in-stand in vote). The vote will be taken following the second reading.

Article XI. Ratification

A. These bylaws shall go into effect in approved by a simple majority vote of all voting members at the meeting called for January 8, 2015.

B. The Madison County Youth Board shall have a Policies and Procedures Manuel. Any changes to this manual must be approved by a majority of the executive board.