

**EXHIBIT “A”**  
**BYLAWS FOR MANSFIELD YOUTH ADVISORY COUNCIL**  
**City of Mansfield, Texas**

**Article 1: Organization Name**

There is hereby established a City of Mansfield Youth Advisory Council (“Youth Council”).

**Article 2: Purpose**

**Section 1: Vision Statement**

*The vision of the City of Mansfield Youth Advisory Council is to serve as a representative body of empowered young Mansfield residents who are recognized as valuable decision makers and engage with city leaders in meaningful ways.*

**Section 2: Powers and Duties**

1. The Youth Council shall serve as an advisory board and advise the City of Mansfield (“City”) on matters related to youth or that impact the future of the City;
2. The Youth Council shall work to represent the interests of its peers;
3. The Youth Council shall find creative ways to serve and support the community;
4. The Youth Council shall serve as ambassadors and liaisons between the City and members of, or outside of, the City;
5. The Youth Council shall recommend policies, programs, and services that enhance the lived-experiences of young people in the City, support an inclusive community, and that encourage and enable young people to be productive members of the community;
6. The Youth Council shall facilitate events, service projects, or other projects that make progress towards the Youth Council’s and City’s goals;
7. The Youth Council shall, at a minimum, plan and implement one campaign per term (“Annual Campaign”) that relates to a need or opportunity in the City and community that is youth-oriented in nature;
8. The Youth Council shall build relationships with individuals, groups, and organizations that impact both youths and families; and
9. The Youth Council shall partner with individuals, groups, and organizations in the planning and implementation of previously approved services or programs that support the youth of Mansfield.

**Article 3: Membership**

**Section 1: General Qualifications**

1. The Youth Council shall consist of a minimum of 11 to a maximum of 15 general body voting members. General body members and remote members shall, at minimum, meet the following qualifications:
  - a. Reside within the corporate boundaries of the City of Mansfield;

- b. Be enrolled in and attend a state-recognized high school level institution (including homeschool); and
  - c. Be in good standing with their school and have a 2.0 grade point average.
- 2. Any individual who meets the qualifications above may indicate interest in serving on the Youth Council by submitting the following to the Staff Liaison:
  - a. A fully completed application which can be found online or at the City Secretary's Office in City Hall (1200 E Broad St, Mansfield, TX 76063).
  - b. Applicants for initial appointments to the Youth Council shall submit two letters of recommendation.
  - c. Applicants for initial appointments to the Youth Council shall submit a short essay describing the applicant's passion for youth leadership and reasons why the applicant wants to serve on the Youth Council.
- 3. Final appointment to the Youth Council is contingent on the applicant's participation in an interview and successfully completing the orientation program.

## Section 2: Voting Members

General body members shall possess the ability to vote on action items including, but not limited to, Bylaw amendments and official Youth Council recommendations to City Council. General body members are expected to adhere to the attendance policy set forth herein.

## Section 3: Non-Voting Members

The following members of the Youth Council are considered non-voting members:

- a. Remote Youth Council Members.
  - i. Remote members shall possess all the same powers and duties as general body members, with the exception of the ability to vote on action items. Remote members are expected to adhere to a *separate* attendance policy as determined by the respective remote member and the Staff Liaison upon acceptance to the Youth Council.
  - ii. Remote members shall inform the Staff Liaison at least 48 hours prior to a meeting or an event that they intend to attend.
  - iii. There shall be no more than 3 remote members admitted to the Youth Council during each term.
- b. Ex-Officio Staff Liaison

One city staff member shall be appointed by the City Manager, or their designee, for the purposes of planning and leading Youth Council orientation, overseeing meetings, communicating with staff as charged by the Youth Council, leading recruitment, leading the reflection protocol, leading the applicant selection process, and performing other feasible actions to grow or enhance the program.

c. Ex-Officio Youth Council Support Team Members

Youth Council support team members shall be members of city staff, who are either self-identified or invited by the Staff Liaison, and who collaborate with the Staff Liaison to provide support for the Youth Council.

Section 4: Terms of Office

1. General body members and remote members shall serve in such capacity without compensation. All terms of office shall begin on August 1 and expire on July 31. A minimum of 50% of Youth Council members will be invited to participate in the following term by the Staff Liaison, so long as they still meet the minimum qualifications.
  - a. Members in good standing will be given priority when considering invitations to return. Good standing will be determined by adherence to the attendance policy and level of participation on the Youth Council.
2. Members shall remain active during their term until the earlier of one of the following occurs. The member:
  - a. graduates from high school;
  - b. submits a letter of resignation to the Staff Liaison;
  - c. requests a period of suspension from the Youth Council;
  - d. violates meeting and/or special event attendance policies; or
  - e. engages in conduct unbecoming of a Youth Council member, as determined by the Staff Liaison or City Manager, or their designee.

**Article 4: Committees**

Section 1: Standing Sub-Committees

The standing sub-committees for the Youth Council shall consist of the following with their respective purposes:

- a. Navigators Committee
  - i. This committee shall meet for the purposes of furthering the goals and objectives set by the Youth Council including but not limited to, the Annual Campaign and any other items that may arise.
  - ii. Approximately half of the general body members shall serve on the committee.
  - iii. A meeting schedule for Navigators shall be determined by the committee members and Staff Liaison once committee members have been selected.
  - iv. Two committee members shall be appointed to serve as co-chairs by Youth Council members.
  - v. The Annual Campaign shall culminate in a project selected by the committee that reflects the Annual Campaign topic, and that is approved by the City Manager, or their designee.

- vi. During the first year of implementation, the Annual Campaign project shall be determined by the Staff Liaison.
- vii. The Staff Liaison reserves the right to veto an Annual Campaign topic and request that the Youth Council determine an alternative.
- b. Public Records Committee
  - i. The purpose of this committee shall be to keep record of meeting minutes and Youth Council activities for public record and historical purposes.
  - ii. Two members shall be appointed to serve on the committee as co-chairs by members of the Youth Council.
- c. Meetings Committee
  - i. The purpose of this committee shall be to conduct Youth Council meetings in accordance with the Bylaws and Robert's Rules of Order.
  - ii. The committee will meet when necessary throughout the term to address any issues regarding the Bylaws that arise. After the meeting, the committee will present changes to the entire Youth Council.
  - iii. Two members shall be appointed to serve on the committee as co-chairs by members of the Youth Council.
  - iv. The co-chairs shall work closely with the Staff Liaison to prepare the agendas of regularly scheduled meetings.

## Section 2: Sub-Committee Member Selection

Sub-committee members shall be determined during orientation following a nomination. At the first general body meeting of the Youth Council, co-chairs for each standing committee shall be appointed. In the case of a greater level of interest than positions available on a sub-committee, the Youth Council shall vote to appoint members to the sub-committee.

## Section 3: Creation of New Sub-Committees

1. Additional sub-committees may be established with Staff Liaison approval and a simple majority vote. Sub-committee creation is considered an action item.
2. Any sub-committees established during a given term shall terminate at the conclusion of the term it was established (July 31), barring its adoption into the Youth Council Bylaws.

## Article 5: Meetings

### Section 1: Scheduled Meetings

1. The Youth Council shall, at a minimum, meet once a month between August 1 and May 30 at a regularly established time and date, as set by the Youth Council at their first meeting. These dates shall be considered as part of the Youth Council's "Official Calendar".

2. Additional meetings may be called as the Youth Council and Staff Liaison deem necessary with Staff Liaison approval.
  - a. Absences incurred due to additional meetings being added after the Official Calendar has been posted will not count towards the attendance policy, as attendance will be considered optional.
  - b. With Staff Liaison approval, attendance at an additional meeting or City event not posted on the Youth Council's Official Calendar may count towards the attendance policy.
3. Annual Campaign Meetings
  - a. Meeting dates that are a part of the Annual Campaign shall be determined and announced no later than the third Youth Council meeting of each term, and will be considered a part of the Official Calendar. Though Navigator Committee Members will be the only ones expected to attend Navigator Meetings, all Youth Council Members will be expected to participate in any community service or outreach event related to the Annual Campaign. Unexcused absences from these events will count towards the attendance policy.
4. Official Appearances and Special Initiatives
  - a. Any official appearances by the Youth Council or a sub-committee thereof must be pre-approved by the Staff Liaison.
  - b. Any initiatives or meetings that require substantial resources require written approval from the City Manager, or their designee.

## Section 2: Quorum

A majority of the Youth Council members will constitute a quorum. A quorum must be present to vote on action items.

## Article 6: Organization

### Section 1: Attendance Policy

1. The Youth Council will have approximately ten meetings per term and at least one service date related to the Annual Campaign on the Official Calendar. Youth Council members are required to attend meetings, and any events related to the Annual Campaign that are part of the Youth Council's Official Calendar, with the exception of meetings that are added after the Official Calendar has been posted.
2. An absence is considered unexcused if a member does not provide 48 hours notice to the Staff Liaison prior to the scheduled meeting or event they are unable to attend.
3. Unexcused tardy attendance exceeding 15 minutes will be considered an unexcused absence.
4. Meetings that are canceled by the City Manager, their designee, or Staff Liaison will not be considered as absences under this policy.

5. Members will be considered to be in good standing if they attend 70% or more of the required events scheduled on the Official Calendar, exclusive of meetings associated with the required orientation.
6. Members not meeting the attendance policy requirements will be placed on probation. Members on probation shall schedule and attend a probation hearing with the Staff Liaison to discuss next steps.
7. Members will be subject to removal from the Youth Council if they:
  - a. have three consecutive unexcused absences;
  - b. have five or more unexcused absences within a term;
  - c. fail to schedule, appear at, or adopt a probationary agreement at a probation hearing with the Staff Liaison after being placed on probation; or
  - d. fail to meet probationary agreement requirements.
8. Members that are removed from the Youth Council due to violation of the attendance policy must complete a new application process to be considered for a position on the Youth Council in any following term.
9. Excessive absences, either excused or unexcused, may result in a member being asked to schedule and attend a probation hearing with the Staff Liaison to discuss next steps.

## Section 2: Vacancies

Youth Council vacancies shall be filled in a timely manner by appointment by the Staff Liaison, with the original applicant pool for the term the vacancy occurs being the first source for filling such vacancy; otherwise, previous or new applicants may be sought for the vacancy.

## Section 3: Reflection Protocol

During the first 5 years of the Youth Council's implementation, prior to the Youth Council adjourning their respective term, a reflection protocol will be led by the Staff Liaison as an agenda item. The purpose of this protocol is to adapt and polish the structure of the Youth Council so that it may increase its effectiveness, efficiency, accessibility, and more. The Staff Liaison may, in their sole discretion, decide to continue said reflection protocol past the initial 5 year implementation period.

## Section 4: Compensation and Reimbursement

Members of the Youth Council shall serve without compensation; provided, however, that each member may be reimbursed for actual expenditures (written authorization from the Staff Liaison received in advance of the expense being made) reasonably incurred by them in connection with their duties as a member of the Youth Council.

## Article 7: Amendments

This document may be amended as the Youth Council and Staff Liaison deem necessary. All possible amendments must be discussed at a minimum of two Youth Council meetings. During

the second meeting, following a discussion of the proposed amendment, the proposed amendment may be voted upon by the Youth Council. Amendments are considered official business and require a quorum to vote on adoption, and a two-thirds vote of the Youth Council along with the City Manager's, or their designee's, signature to be adopted.