



City of Houston Mayor's Youth Council By-Laws

Article I: Name and Purpose

Section 1: Name: City of Houston Mayor's Youth Council

Section 2: Purpose of the Organization: The Mayor's Youth Council (MYC) is an organization that encourages civic engagement through service learning. The primary goal of the MYC is the representation of Houston's youth.

Article II: Membership

Section 1: Membership Positions

- A) There are eleven (11) District Council Members, five (5) At-Large Members, eleven (11) District Aides, five (5) At-Large Aides, and an unspecified number of Council Aides.
- B) Members serve terms beginning in the fall after school starts and ending in May.
- C) Additional positions may be added by MYC advisors.

Section 2: Requirements for Membership

- A) Members are high school students in grades 9-12 who reside in the City of Houston city limits.
- B) District Council Members must live in the council district they represent. Aides and At-Large Members may live in any council district.
- C) If there is no applicant for the District Council position; 1) advisors may solicit a candidate from the elected Houston City Council Member of that district or, 2) may fill the position with an applicant who attends a school located in the council district.
- D) Students who wish to be considered must submit an application.
- E) Applications are reviewed and select students are invited for an interview.
- F) Members are selected based on application and interview. Positions are determined by the MYC advisors and selection committee except for the Chair and Vice Chair.
- G) Students who have served as a member must re-apply.

Section 3: Duties of Members

- A) Duties of District and At-Large Council Members:
 - i. Represent position on MYC as assigned

- ii. Communicate with other youth in district represented or at-large.
- iii. Identify issues and concerns of youth in district represented or city at-large.
- iv. Communicate youth issues to elected officials and department representatives.
- v. Work with the membership to plan and implement projects and activities.
- vi. Participate in organized MYC projects and activities.

B) Duties of District and Council Aides:

- i. Work collaboratively with Council Members.
- ii. Conduct research on issues raised during MYC meetings.
- iii. Work with the membership to plan and implement projects and activities.
- iv. Participate in organized MYC projects and activities.
- v. District Aides represent Council Member in his/her absence.

Section 4: Absences and Dismissal of Members

- A) Members must inform MYC advisors if they are going to be absent from a meeting or scheduled activity.
- B) Members of the MYC who miss more than three (3) regular meetings are subject to dismissal. Members with two (2) absences will be informed of their attendance issue by the Chair and/or advisors. If the member in question doesn't respond or misses a third meeting, the Chair will recommend dismissal of the member, to be enacted through a majority vote.
- C) The Chair and/or advisors will notify the member of his/her dismissal.
- D) Vacancies will be filled by MYC advisors.

Article III: Officers

Section 1: Members

- A) Officers include the Chair, Vice Chair, Council Secretary, and Historian.

Section 2: Selection of Members

- A) The seat of Chair will be filled through an election held at the beginning of the term. Any member of the Mayor's Youth Council who has served one term may seek the Chair position. The Chair will be selected through majority vote of the full membership (District members, At-Large members, and all Aides).
- B) The candidate with the second highest number of votes will serve as the Vice Chair.
- C) Positions made vacant by election of the Chair and Vice Chair will be appointed by MYC advisors.
- D) The Council Secretary and Historian will be appointed by MYC advisors.

Section 3: Duties of Officers:

- A) Council Chair – Leads the council, serves as the primary spokesperson, presides over meetings, and develops the agenda for meetings with advisors. Also works with membership and advisors to recommend, develop, plan and implement projects, and activities.
- B) Vice Chair – Assists the Chair in leading the council; fills in for the Chair or Council Secretary in case of absence; recommends items meeting agendas; works with members and advisors to develop, plan and implement projects and activities. In the event of a vacancy of the Chair, the Vice Chair shall become the Chair.
- C) Council Secretary – Calls roll, keeps attendance, and records meetings minutes.
- D) Historian – Documents and records activities performed by the MYC.

Article IV: Meetings

Section 1: Officer Meetings

- A) Officers may hold separate meetings or conference to discuss the agenda and plan for the upcoming Council meeting. The Chair will organize and conduct the meeting.
- B) If Officers choose to conduct this meeting they must do so with ample time for MYC advisors to review and discuss the agenda with the Chair prior to the Council meeting.
- C) MYC advisors will assist as requested.

Section 2: Council Meetings

- A) The MYC will meet once a month and will conduct at least one service project a month. The membership will be polled at the beginning of the term to determine the best day and time, but it's recommended formal meetings be held on the second Tuesday of the month from 6:00 pm to 7:30 pm or the second Saturday of the month from 9:30 am to 11:30 am.
- B) Formal meetings will be held in the Council Chamber at the City Hall Annex.
- C) Format
 - a. Council meetings open with the Chair calling the meeting to order followed by the Pledge of Allegiance.
 - b. Roll call by the Secretary.
 - c. The Chair will then move to the Council agenda.
 - d. The Secretary will call each item of the agenda, reading its summary to the Council. The Chair will then call for discussion from Council members, followed by vote on items that need Council action.
 - e. A Council meeting vote will consist of all members present. Votes will be by majority of members. If a Council member is not present, the Council Aide may vote on his/her behalf.

- f. After all items have been considered and the agenda is complete, the Chair will open the floor to any members who would like to make announcements, share information or bring up new business.
- g. MYC advisors make announcements.
- h. The Chair will then adjourn the meeting.

Article V: Council Activities

Section 1: Purpose: Civic engagement is core to the MYC, so Council Members will participate in service learning projects and/or other activities.

Section 2: Sub Committees

- A) Sub Committees may be formed throughout the program year to work on specific projects.