

City of Greenville Youth Council Bylaws and Procedural Guidelines

Contents

I. Nature of the Organization

- Name
- Purpose
- Membership
- Obligations and Requirements
- Meetings

II. Positions of Responsibility

- Elections
- Officers
- Chairperson
- Vice-Chairperson
- Secretary
- Representatives
- Appointments

- Standing Committees
 - Committee on Budget and Finance
 - Committee on Public Awareness
 - Committee on Government Relations

III. Procedure

- Source
- Main Motions
- Subsidiary Motions

I. Nature of the Organization

A. The official title of the organization herein described shall be the **Greenville Youth Council**.

B. Mission

The Greenville Youth Council is designed to involve youth (grades 9-12) in issues concerning leadership, education, employment, community service, violence, substance abuse and conflict resolution.

C. Purpose

The Greenville Youth Council is an advisory body whose purpose is to render advice and counsel to the Greenville City Council and its affiliated advisory and regulatory boards, and other community organizations regarding matters that affect the youth of the City of Greenville.

Secondary purposes for the Greenville Youth Council are:

- a. to provide ninth through twelfth grade youth the opportunity to come together to develop leadership skills and to learn how local government operates,
- b. to serve as a line of communication between youth and adults and among youth themselves,
- c. to establish a partnership with the National League of Cities and participate in youth council agenda projects,
- d. to encourage city-planning agencies to invite young people to serve on city committees and contribute to community planning,
- e. to establish a partnership with the Greenville Human Relations Council, and
- f. to establish a partnership with the State Youth Council.

D. Membership

1. The Greenville Youth Council will consist of 20 members as follows:

- a. three representatives from each of the public high schools: D. H. Conley High School, J. H. Rose High School, North Pitt High School, Farmville Central, Ayden-Grifton High School and South Central High School;
- b. one representative from each of the private schools: Trinity Christian School, Greenville Christian Academy, Calvary Christian Academy and The Oakwood School;
- c. one home-schooled student; and

2. Appointment

- a. Students wishing to serve on the Greenville Youth Council, shall submit an application seeking appointment. The application shall be signed by the student and the parent or guardian of the student. Additionally, for students seeking appointment as a representative of either a public high school or a private school,

- b. the application shall be signed by the principal (or their designee) of the public high school which is being represented by the student or the principal, or equivalent position, (or their designee) of the private school which is being represented by the student. City Council makes the appointment.
 - c. Greenville Youth Council members may be reappointed to the Greenville Youth Council for an unlimited number of one year terms, provided they have met all of the requirements for membership.
 - c. The membership of the Greenville Youth Council should be reflective of Greenville's diverse population.
- 3. Expectations
 - a. Greenville Youth Council members are expected to attend meetings.
 - b. The behavior the Greenville Youth Council members should be respectful and in keeping with the spirit of the organization.
 - c. Should a conflict of interest arise, a member should state that he/she has a conflict and should abstain from voting and should not debate or offer motions regarding the subject.
- 4. The Greenville Human Relations Council will serve as the advisory board to the Greenville Youth Council.
- 5. In the event that any member shall move his residence from the City of Greenville and/or Pitt County, that member shall forfeit his or her membership. His or her seat on the Greenville Youth Council shall remain vacant until such a time that the City Council fills it.

E. Obligations and Requirements

- 1. The Greenville Youth Council shall operate under and abide by the laws, ordinances, guidelines, and regulations of the City of Greenville, the State of North Carolina, and the United States of America.
- 2. The Greenville Youth Council shall keep permanent records of its meetings.
- 3. The Greenville Youth Council shall be fiscally responsible, and as such, shall prepare and follow a budget each year.
- 4. The Greenville Youth Council shall maintain regular contact with the City of Greenville Human Relations Council through its staff liaison and/or its members and designees.
- 5. The Greenville Youth Council shall conduct itself fully under all of the provisions and directions contained in its by-laws and operating procedures.

F. Meetings

1. Frequency
 - a. The Greenville Youth Council shall hold meetings at least once a month during the period between August and June.
 - b. Meetings may be held more often if so agreed upon by a majority of the members of the Greenville Youth Council.
2. Each meeting of the Greenville Youth Council shall be conducted under the proper quorum (11 members constitute a quorum) of a majority of the members.
3. Meetings shall be public and will occur under proper notice in compliance with the provisions of the North Carolina Open Meetings Law.
4. Meetings of the Greenville Youth Council shall take place under conditions such that they may proceed under the procedure described below and in an environment conducive to the full involvement of each member.
5. Committee Meetings
 - a. Meetings of committees formed by the Greenville Youth Council shall take place without the necessity of a quorum of the members of the Greenville Youth Council.
 - b. Each of these committees shall report their findings and proceedings to the Greenville Youth Council at the times determined by the Greenville Youth Council.

II. Positions of Responsibilities

A. Elections

1. The Greenville Youth Council will elect officers at its first meeting following the annual appointment of Greenville Youth Council members by the Greenville City Council.
2. Candidates for each office must be nominated by members other than themselves.
3. Each candidate for a position shall be provided with the opportunity to address the Greenville Youth Council prior to the election for that particular position.
4. Voting in Elections
 - a. The candidate who receives a majority of the votes of the Greenville Youth Council members present will fill the office being voted upon.
 - b. In the event of a tie vote, the presiding chairperson chooses the winner, provided that s/he is not a part of the tie.
 - c. In the event that no candidate receives a majority of the votes of the Greenville Youth Council members present or that a tie exists between the presiding

chairperson and other members, than a runoff election is held between the two candidates who received the most votes or between all the candidates who are tied.

5. Each member may fill only one elected position of responsibility.
6. A member may decline nomination.
7. All elected officers may be removed from the position of responsibility by a majority vote of the members present.

B. Officers

1. Chairperson

- a. The chairperson presides at all meetings at which s/he is present.
- b. Members refrain from using the chairperson's name during meetings, addressing him or her as Mr. or Madam Chairperson.
- c. The chairperson may vote only to break a tie.
- d. The chairperson has no rights to make main motions, subsidiary motions, incidental motions other than points of information, or motions to bring a previously considered item before the Greenville Youth Council.
- e. The chairperson has no right to second motions.
- f. The chairperson has the exclusive right to recognize members, to open and close debate, to call for a vote, to resolve points of personal privilege and points of information, to bring the Greenville Youth Council to order, to declare recess or adjournment, to rule a member out of order, to answer points of parliamentary inquiry, to appoint the members of a committee, to preside at meetings (create and follow order of business according to rules of parliamentary procedure), to restate/rephrase or instruct to restate/rephrase items, and to represent the Greenville Youth Council or designate a member to represent the Greenville Youth Council (except for elected representatives to other boards and commissions). This list is not exclusive.
- g. The chairperson may offer debate only after all other members have finished debating.
- h. The chairperson may not base his/her actions on any form of bias or presupposition.
- i. The vice chairperson assumes the title, right, responsibilities, and limitations of the chairperson in the event that the latter is not present.

2. Vice Chairperson

- a. The vice chairperson assumes the title, rights, responsibilities, and limitations of the chairperson in the event that the latter is not present.

- b. When the chairperson is present, the vice chairperson assumes the title, rights, responsibilities, and limitations of a normal member.

3. Secretary

- a. The secretary is solely responsible for ensuring that all of the essential documents of the Greenville Youth Council, including minutes, propositions, “handouts,” committee and representative reports, and these bylaws and procedural guidelines are recorded, stored, and made available to the public.
- b. The secretary may procure assistance from others in performing his/her duties.
- c. Upon direction of the chairperson, the secretary is to produce, recite, or perform some other action regarding the essential documents of the Council.
- d. When performing the duties of his/her office, or when being directed to do so, the secretary is addressed as Mr. or Madam Secretary. This title is applicable at no other times.
- e. Other than in his/her role in managing Greenville Youth Council documents, the secretary has no special title, rights, responsibilities, or limitations.

C. Representatives

- 1. The Greenville Youth Council will appoint Greenville Youth Council members to serve as liaisons for the Greenville Youth Council to the City of Greenville Parks and Recreation Commission, Library Board, Police Community Relations, Planning and Zoning Commission, Board of Adjustment, and Community Appearance Commission.
- 2. Representatives have no voting rights on the boards and commissions to which they are appointed to serve as a liaison.
- 3. In functioning as representatives of the Greenville Youth Council, representatives heed the advice and follow the direction of that body. Their participation in the boards and commissions to which they are appointed are to reflect the general sentiment of the Greenville Youth Council.
- 4. Each representative reports to the Greenville Youth Council at each meeting.

D. Appointments

- 1. Appointments to the various standing committees are made by the chairperson. Appointments to any temporary committees of unspecified membership are made by the presiding chairperson at the meeting at which the committee is formed.
- 2. Nominations may be made regarding committee appointments. The chairperson or presiding chairperson is encouraged to consider them in making committee appointments, but is not obligated to appoint nominated members.
- 3. No member may be appointed to more than two committees until such a time that all members have been appointed to two committees. No member may be appointed to more than one standing committee.

4. Standing committee appointments are to be made at the first meeting of the Council following the annual appointment of members by the Greenville City Council.
5. A member may decline appointment to a committee.

E. Standing Committees

1. Committee on Budget and Finance

- a. The Committee on Budget and Finance will consist of no more than six members of the Greenville Youth Council.
- b. The Committee on Budget and Finance is responsible for the finances of the Greenville Youth Council and all activities related thereto, including the preparation of an annual budget to be submitted at the first Greenville Youth Council meeting of each new year and an annual summary regarding Greenville Youth Council finances to be presented to the Greenville City Council, through the Human Relations Council.
- c. The Committee on Budget and Finance is only able to submit propositions and findings to the Greenville Youth Council and to carry out the orders of the Greenville Youth Council.
- d. The Committee on Budget and Finance must report to the Greenville Youth Council at every meeting on the fiscal status thereof.

2. Committee on Public Awareness

- a. The Committee on Public Awareness will consist of no more than six members of the Greenville Youth Council.
- b. The Committee on Public Awareness is responsible for informing the public of Greenville Youth Council goals and objectives, as well as for accepting any Greenville Youth Council projects directly related to public information. Additionally, the Committee on Public Awareness directs and coordinates public appearances and activities.
- c. The Committee on Public Awareness is only able to submit propositions and findings to the Greenville Youth Council and to carry out the orders of the Greenville Youth Council.
- d. The Committee on Public Awareness must report to the Greenville Youth Council when assigned an item by that body, or from time to time to inform the Greenville Youth Council of ongoing projects and other matters.

3. Committee on Government Relations

- a. The Committee on Government Relations will consist of the Chairperson, two student representatives of the Human Relations Council and two other members of the Greenville Youth Council.
- b. The Committee on Government Relations is responsible for coordinating communications with other councils and boards, with the Greenville Human Relations Council, Greenville City Council, and with the City of Greenville itself. This body

represents the Greenville Youth Council to the Greenville Human Relations Council and Greenville City Council, and is responsible for forwarding items to them.

- c. The Committee on Government Relations is only able to submit propositions and findings to the Greenville Youth Council and to carry out the orders of the Greenville Youth Council.
- d. The Committee on Government Relations must report to the Greenville Youth Council when assigned an item by that body, or from time to time to inform the Greenville Youth Council of ongoing projects and other matters.

III. Procedure

A. Unless it is specifically contradicted by these Bylaws and Procedural Guidelines, the official source of procedure for the Greenville Youth Council is Robert's Rules of Order Newly Revised (10th Edition).

B. Main Motions

1. A main motion is a suggestion by a member that the Greenville Youth Council perform some action.
2. Only one main motion can be on the floor at one time, thus only one subject can be dealt with at a time.
3. Main motions are generally introduced when the presiding chairperson asks if there is any new business.
4. A new main motion that is similar to a previously considered main motion may not be made until such a time that the outcome and nature of the motion has been significantly altered by external events or conditions.
5. Steps in making a main motion:
 - a. Obtain recognition.
 - b. State the motion. — “I move that/to...”
 - c. The motion occupies the floor if it receives a second. If not, it dies.
 - d. Council debates the motion.
 - e. Council votes on the motion.
 - f. The presiding chairperson announces the result of the vote.
6. Main motions require recognition to be made, a second to occupy the floor, and a majority vote of the members present and voting to pass.

C. Subsidiary Motions

1. Amendments
 - a. A main motion may be changed by making an amendment to it.
 - b. While a main motion is being debated, a member may move to amend a main motion by adding something to the motion, by striking something out of the motion, or by striking something out and inserting something in its place.

- c. If a member attempts to change the main idea of a motion, the presiding chairperson will rule that he/she is out of order.
- d. Only two amendments may be on the floor at one time. One amendment to a main motion, and one amendment to that amendment.
- e. Steps in making an amendment:
 - 1) During the debate of a main motion or of an amendment to a main motion, obtain recognition.
 - 2) State the amendment. _- “I move to amend the main motion/amendment by....”
 - 3) The amendment occupies the floor if it receives a second. If not, it dies.
 - 4) Council debates the amendment.
 - 5) Council votes on the amendment.
 - 6) The presiding chairperson announces the result of the vote.
 - 7) Council returns to debate of the main motion.
- f. Amendments require recognition to be made, a second to occupy the floor, and a majority vote of the members present and voting to pass.

IV. Ratification and Amendment

- A. These bylaws and procedural guidelines may be ratified at any regular meeting of the Greenville Youth Council by a majority vote of the members present and voting, provided that the ratification was stated in the call for the meeting and that they are approved by the Greenville Human Relations Council and Greenville Youth Council.
- B. These bylaws and procedural guidelines may be amended at any regular meeting of the Council by a unanimous vote of the members present, provided that the amendment was stated in the call for the meeting.

Document #196327

EXCERPT FROM BOARD AND COMMISSION POLICY

Attendance. The attendance at board or commission meetings is at the discretion of the liaison. While attendance at every meeting is not required, attendance sufficient to understand the subjects before the board or commission is important.

Voting. The liaison is not a voting member of the board or commission and may not make motions at a meeting of the board or commission. The exception to this is the Sheppard Memorial Library Board of Trustees and the Pitt-Greenville Airport Authority where the liaison is a voting member and should participate as a full member.

Appointments. The liaison is to review the applications in the talent bank for vacancies on the board or commission and to make nominations of persons to City Council to fill the vacancies.

The exception to this is Housing Authority, the Police Community Relations Committee, the Redevelopment Commission, Board of Adjustment, Greenville Utilities Commission, Pitt-Greenville Airport Authority, Planning and Zoning Commission and Recreation and Parks Commission.

City Council is not required to appoint the person nominated by the liaison and may, but is not required to, request another nomination from the liaison making the nomination in the event the initial nominee is not appointed. In the event the person nominated by a liaison is not appointed and another nomination from the liaison making the nomination is not requested, any Council Member or the Mayor may make a nomination. City Council shall make the appointment by a motion of appointment.

Attendance of Members

All appointed members of the various boards and commissions are expected to attend all regular meetings. Whenever a member of any board or commission has missed two or more consecutive regular meetings or fails to attend seventy-five percent of all regularly scheduled meetings in a one year period commencing annually on the month immediately after the month which City Council is regularly scheduled to make an appointment for that board or commission as a result of an expired term, the staff liaison to the board or commission shall notify the City Clerk of the member's attendance record. If a regularly scheduled meeting is cancelled due to a lack of a quorum, a member will be considered as failing to attend the meeting if the member's failure to attend or failure to indicate an intent to attend the meeting contributes to the lack of a quorum.

The City Clerk's Office shall send a letter and an email to the member asking to be notified about the person's ability to attend future meetings. A copy of the letter and email shall be sent to the City Council liaison. If, within 15 work days after the date the letter is mailed and the email is sent, the member responds that he desires to continue serving and will attend future meetings on a regular basis, the City Clerk's Office will notify the City Council liaison, and the attendance will be monitored for the next two regularly scheduled meetings as a probationary period. If the attendance requirements are still not met during the two regularly scheduled

meeting probationary period or during the six month period after the two month probationary period or if the person either fails to respond to the letter within 15 work days after the date the letter is mailed and the email is sent, or indicates that he is unable or unwilling to attend, the City Council liaison will be notified by the City Clerk's Office and the vacancy placed on the next possible City Council agenda for replacement or other appropriate action. The appointment shall be for the duration of the unexpired term of the member whose position has been vacated.

Acknowledgement of Attendance Requirement

Persons appointed to a board or commission shall be provided a copy of the attendance requirement and sign a form provided by the City which acknowledges the understanding of the attendance requirement.

Quorum Issues

In the event a board or commission has failed to have two (2) consecutive regularly scheduled meetings due to a lack of a quorum or has failed to have at least fifty percent of its regularly scheduled meetings in a calendar year due to a lack of a quorum, City Council shall be notified. The City employee providing support to the board or commission shall notify the City Manager and City Clerk of this failure. The City Clerk will then notify City Council of the failure electronically. Any member of Council may place the issue for discussion or action in accordance with the Policy on Mayor and Council Members Adding an Agenda Item approved by City Council. If placed on a City Council agenda, City Council will consider whether the board or commission should continue or be eliminated, whether the membership of the board or commission should be reduced, whether the quorum for the board or commission should be reduced, and whether alternate members should be appointed to the board or commission.

Recommendations to City Council

When a board or commission makes a recommendation or comment to City Council, City Council shall be provided the recommendation or comment. The recommendation or comment shall be approved by an action of the board or commission. The recommendation or comment shall be sent to the City Manager and City Clerk by the City employee providing staff support to the board or commission. The City Clerk will forward the recommendation or comment to City Council electronically. Any member of City Council may place the recommendation or comment on a City Council agenda for discussion or action in accordance with the Policy on Mayor and Council Members Adding an Agenda Item approved by City Council.

The following are not subject to this procedure:

- (i) Recommendations from a board or commission in response to a request for a recommendation from City Council,
- (ii) recommendations from the Planning and Zoning Commission, Recreation and Parks Commission, and Affordable Housing Loan Committee requiring a public hearing by City Council, and
- (iii) recommendations from the Greenville Utilities Commission, Redevelopment Commission and Airport Authority.

These items will be placed on a City Council agenda by the City Manager in accordance with standard agenda preparation procedures.

Electronic Participation in Meetings

A board or commission may allow a member to participate in a meeting electronically. However, a member who is not physically present at the meeting shall not be counted as present for the purpose of establishing a quorum or for the purpose of compliance with the attendance requirement of this Policy and shall not vote on any matter before the board or commission.

This provision shall not apply to the Greenville Utilities Commission, Airport Authority, and Housing Authority and these boards or commissions may establish their own policy relating to electronic participation in meetings.

Minutes

Minutes shall be prepared for each meeting of a board or commission. The minutes for a regular meeting shall be scheduled for approval by the board or commission at its next regular meeting. The minutes for a special meeting shall be scheduled for approval by the board or commission no later than the next regular meeting held thirty days after the special meeting. The approved minutes shall be posted on the City's website no later than seven calendar days after approval.

Annual Presentation to Council

Boards or commissions will make an annual presentation to City Council. The City Clerk shall coordinate the scheduling of the date for the presentation. The presentation shall provide information on the activities and accomplishments during the past year and the goals and activities for the upcoming year. The goals and activities for the upcoming year shall support approved City Council goals, programs, and projects. The presentation shall comply with the Greenville City Council Policy on Time Limitations at City Council Meetings adopted at City Council.

MAKING A MOTION

This simple five-step guide provides basic language and tips that work for making motions:

1. **Be recognized** – It's important that a member of an organization first have the floor before presenting a motion or new order of business. This is typically done simply by the raise of a hand and recognition by the president or chair.
2. **Motion is presented** – The proper language youth should use is, "I move that we..." Many youth-driven clubs tolerate language such as "I make a motion that we..." or "I move to make a motion..." An example of the correct language is simply, "I move that we do a roadside cleanup for our community service project."
3. **Motion is seconded** – The proper language is, "I second," or "I second the motion." "Support" is commonly used, but is improper language, as seconding a motion simply means the individual wants to move the item to discussion, seconding a motion does not necessarily indicate support.
4. **Motion is discussed** – Only motions that have been properly moved and seconded should be discussed. A common mistake in many meetings with youth is that many ideas are discussed at length before an idea is presented in the form of a motion. This is an acceptable first step for youth that might want to understand the concept before putting it in the form of a motion- a process that often requires a little more thought.
5. **Vote is taken on motion** – After an appropriate period of discussion, the president or chair should call for a vote for the motion on the floor. Voting can be conducted in several ways, a voice vote ("aye" or "nay"), by raising of hands, by roll call or by secret ballot. Most votes in youth-driven organizations can be determined by a simple voice vote, however, if the vote seems close, a raise of hands is appropriate for a more accurate count.