

# **BY-LAWS OF THE CITY OF DUNKIRK YOUTH BOARD**

## **Article I** **NAME**

The name of this organization shall be the "City of Dunkirk" Youth Board

## **Article II** **OBJECTIVE**

The purpose of the City of Dunkirk Youth Board shall be to investigate the ways in which the City can best fulfill its responsibilities to the youth population. The Youth Board shall advise the Mayor and the Common Council (herein referred to as the "governing body") in policy decisions concerning the City Youth Bureau. The Youth Board will the collective assistance of existing agencies and input from city youth, shall seek to implement and fund needed programs which attend to the health, education, employment and general well being of youth residing in the City of Dunkirk.

## **Article III** **MEMBERSHIP**

Section 1. Membership on the Youth Board shall be open to all persons who reside in the City of Dunkirk and possess at least the minimum qualifications for appointment to public office under the laws of the State of New York. State regulations regarding board composition will be adhered to.

Section 2. The total membership of the Youth Board shall consist of at least thirteen (13) qualified persons geographically representatives of all sections of the city. Individuals shall be appointed by the Mayor subject to confirmation by the City Council. Members will be appointed to one (1) or three (3) year terms and may be reappointed to subsequent terms.

Section 3. Vacancies on the board shall be filled in the manner prescribed in Section 2 of these by-laws.

Section 4. Vacancies shall be filled for the unexpired terms in the manner prescribed in Section 2 of these By-Laws

#### **Article IV** **AUTORITY**

The duties and responsibilities of the City Youth Board are to:

1. Cooperate with Youth Bureau staff in the design of effective policies and programs to further youth development.
2. Act as a liaison between the executive, administrative and legislative bodies of the city and its subdivisions in respect to the resolution of youth problems and/or enactment of youth programs.
3. Encourage cooperation between city and school district, governments, recreations providers and other public/private agencies to encourage needs based youth programs.
4. Cooperate with the Youth Bureau staff in reviewing grants received from governmental agencies.
5. Serve with other selected appointees and Youth Bureau staff on Planning Committees. These committees will review, analyze and recommend acceptance or rejection of plans for the creation, expansion or dissolution of youth programs as defined by the State of New York. Relevant data will be provided to the Mayor, governing body of the city and its subdivisions on an as needed basis.
6. Receive, review and analyze statistical records and data regarding youth needs in the City of Dunkirk and develop plans to address these identified needs.
7. Appoint such advisory committees as may be necessary to carry out its powers, duties and responsibilities.

#### **Article V** **MEETINGS**

1. The Board shall meet at least four (4) times during the year. The Chair shall be empowered to postpone a regular meeting upon consent of a majority of the Executive Committee. In no event shall there be fewer than four (4) regular meetings in any calendar year. A one (1) week written notice shall be given for each regular meeting.

2. A quorum shall be a majority of the current membership and shall be necessary to conduct any board action. Only board members in attendance will have a right to vote.

3. The Chair shall be empowered to call a special meeting of the Board upon giving at least three (3) days written notice thereof and must call a special meeting of the Board upon written petition of a majority of its members.

4. At the time fixed, the Board shall convene and the following shall be the order of business:

- I. Call to Order
- II. Reading of Minutes
- III. Correspondence
- IV. Reports of Youth Bureau Staff and Committees
- V. Old Business
- VI. New Business
- VII. Adjournment

#### **Article VI** **OFFICERS**

Youth Board Members of the City's Youth Bureau shall be:

- |                |                              |
|----------------|------------------------------|
| A. Chair:      | Appointed by the Mayor       |
| B. Vice Chair: | Appointed by the Youth Board |
| C. Secretary:  | Appointed by the Youth Board |
| D. Treasurer:  | Appointed by the Youth Board |

#### **Article VII** **DUTIES OF OFFICERS**

Section 1. The Chairman shall:

- A. Preside at meetings.
- B. Appoint temporary Officers in the absence of those duly appointed.
- C. Call special meetings.
- D. The Chairman shall be an ex-officio member of each committee he/she appoints without voting privileges.

Section 2. The Vice Chairman shall:

- A. Assume the duties of the Chairman in the event of absence.
- B. Assume the office of the Chairman should it become vacant and serve in this capacity until it is filled by appointment.

Section 3. The Secretary shall:

- A. Prepare a journal of minutes of each meeting.
- B. Assume the duties of the Chairman in the event of absences of both the Chairman and the Vice Chairman.

### **Article VIII COMMITTEES**

1. The Chairman shall appoint members of all committees. Appointments to the standing committees shall be subject to confirmation by the Board. Any committee members appointed by the Chairman without prior authorization by the Board shall be subject to action of the Board at its next regular meeting.
2. There shall be the following standing committee:
  - A. Executive Committee consisting of the Board Chairperson, Vice Chairperson, Secretary and the Chairperson of the Program Planning Committee.
  - B. Program Planning responsible to review all request for funds and recommend a funding plan to the Youth Board membership based on the need identified in the city Comprehensive Plan.
3. Special Committees may be formed at the discretion of the Board and may have members serving who are not members of the Board. These committees are subject to the direction of the Board.

### **Article IX PROCEDURE**

1. This Board shall function under the City Charter and all existing laws of the City of Dunkirk and the State of New York.
2. In all matters of Parliamentary Procedure not covered in this plan, this organization shall be governed by *Roberts Rules of Order, Revised*.
3. Three (3) consecutive unexcused absences will be interpreted as non-interest in the Board. A vacancy may be declared after the chair has contacted the member and determines the reasons for his/her repeated absence.
4. Board members are encouraged to abstain from voting on any matters in which a conflict of interest could exist.
5. All questions of interpretation of these policies, procedures and By-Laws shall be referred to the Mayor and the City Attorney.

6. By-Laws should be reviewed on an annual basis.

**Article X**  
**AMENDMENTS**

Any motion to amend the By-Laws of this organization will be presented in writing to the membership at a general meeting. It will be discussed, if necessary, then tabled. The motion will be printed in the notice of the meeting for the next regular meeting. At the meeting following the introduction of the motion, it will be brought from the table and voted upon. It will be effective immediately upon acceptance by a two-thirds (2/3) vote of the members present during the vote and upon ratification by the governing body of the City of Dunkirk.