



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 5e

Title:

Recommendation to approve the bylaws of the City of St. Charles Youth Commission.

Presenter:

Chief Keegan

Meeting: Government Operations Committee

Date: March 18, 2019

Proposed Cost: \$N/A

Budgeted Amount: \$

Not Budgeted:

**Executive Summary** *(if not budgeted please explain):*

The Youth Commission seeks to establish relevant bylaws to reinforce the overall mission as outlined by the City Council, to specify ongoing tasks and responsibilities, and to protect the rights of the commission members. Through these by-laws, the commission plans to improve the efficiency and productivity of our meetings and assure constant communication and collaboration with the youth community of St. Charles.

**Attachments** *(please list):*

Bylaws

**Recommendation/Suggested Action** *(briefly explain):*

The Police Department recommends approval of the City of St. Charles Youth Commission Bylaws.

# St. Charles Youth Commission By-Laws

## ARTICLE I - Name:

The name of this organization shall be the St. Charles Youth Commission.

## ARTICLE II - Object

**Section 1. Purpose:** The overall purpose of said commission shall be to encourage the continuing betterment of opportunities for the health and well being of the youth in the St. Charles community.

**Section 2. Duties:** The St. Charles Youth Commission shall:

A. Assist in coordinating and integrating governmental and private plans and services affecting the welfare of children and youth in the city;

B. Assist in coordinating and integrating plans and services for protecting children from exposure to harmful influences and conditions conducive to delinquency in youth;

C. Make or cause to be made studies and surveys related to youth behavior or in the interest of youth guidance as needed;

D. Request and obtain such cooperating assistance and data from city departments and other public agencies as may be reasonably necessary to carry out its work;

E. Recommend plans and methods for the improvements of opportunities for the physical, academic, social, and/or emotional development of youth in the community of St. Charles;

F. Create such subcommittees or advisory committees from outside of the membership of the commission to aid and assist in the work of the commission as needed;

G. Establish liaisons with schools, churches, and other groups interested in youth in St. Charles and the surrounding area.

## ARTICLE III - Membership:

**Section 1. Appointment:** The ten (10) members of the Youth Commission shall be appointed by the Mayor with the approval of the City Council commencing as of May 1, 1967. No more than three (3) of the commission members can reside outside of the city limits.

**Section 2. Term of Office:** The terms of the members of the commission shall be for one year after the term of any present commissioners may have expired. Members shall be appointed to a term of two (2) years with the term of the appointments coinciding with the fiscal year of the City beginning on May 1st of each year.

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**Section 3. Vacancies:** A vacancy in an unexpired term shall be filled, for the unexpired term to complete the term of the vacancy. This vacancy shall be appointed by the Mayor with the approval of the City Council.

**Section 4. Removal:** Any member of the commission may be removed by the Mayor for absenteeism, neglect of duty, misconduct, or unethical behavior while issued in office. A written notice stating the reason for dismissal from the commission will be issued by the mayor. The affected commissioner will be given an opportunity to appeal and to respond in writing within 30 days. The Mayor retains full authority to remove any commissioner.

**Section 5. Resignation:** Members of the commission who find it necessary to resign shall notify the Chair in writing. The Chair shall notify the Mayor of such resignation. The Mayor shall appoint a replacement to fill the vacant position as soon as practicable. Any commission member who is absent from three (3) consecutive regular Youth Commission Meetings without cause shall be deemed to have resigned from the commission and a vacancy may be declared to exist.

### **ARTICLE IV - Officers:**

**Section 1. Officers:** The officers of the commission shall be: Chair, Secretary, and Treasurer. Their duties shall be those usually performed by such officers and those specified in these by-laws in addition to such duties as the commission may prescribe.

**Section 2. Term of Office:** The officers shall be elected after May first (the beginning of City of St. Charles fiscal year). Nominations may be taken as presented by the Youth Commission. Each officer shall be elected for a term of one year and shall not be eligible to serve in the same office for more than four consecutive terms, with exceptions allowed by majority vote and approval of the Mayor, to be reviewed annually. Officers will be elected by a simple majority of the quorum.

### **Section 3. Duties of the Officer:**

1. **Chair** - The Chair shall:
  - a. preside at all regular and special commission meetings
  - b. appoint members of all the committees
  - c. serve as an ex officio member of all committees, having all the privileges of other committee members
  - d. call special meetings of the commission, in accordance with the Illinois Open Meeting Act
  - e. sign any appropriate documents prepared by the commission, including recommendations to the City Council
  - f. ensure that all actions of the volunteer body are properly taken
  - g. conduct all meetings in a proper and efficient manner
  - h. work with the staff liaison to set the meeting agenda
  - i. focus discussion at meetings on agenda items to attempt to achieve a consensus on issues
  - j. ensure that the commission's actions are consistent with the interest of the City as dictated in the policies set by the City Council.
  
2. **Recording Secretary** - The Secretary shall provide the City with draft minutes of commission meetings.

### **ARTICLE V - Meetings:**

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**Section 1. Meeting Times:** Regular meetings of the commission shall be held throughout the year at such time and place as may be provided by resolution of the Commission. At any Commission meeting, the next succeeding meeting may be rescheduled by consensus of the members present. Default meeting time is the first Monday of every month (September through June) at 6:00pm in the Police Department Conference Room, 211 N. Riverside Avenue.

**Section 2. Special Meetings:** Special meetings of the Commission may be held at the call of the Chair or upon the request of two members of the Board.

**Section 3. Meeting Notification:** Formal notification of all regular and special meetings shall be communicated to each member in writing or via electronic communication and posted on the City of St. Charles website.

**Section 4. Illinois Open Meetings Act:** All regular and special meetings of the Board shall be open to the public. The only specific issues allowing a closed executive session are those authorized by the Illinois Open Meetings Act.

**Section 5. Meeting Minutes:** Minutes of the regular and special meetings shall be posted to the City of St. Charles web-site after approval by the board.

**Section 6. Quorum:** A simple majority of the Commission shall constitute a quorum for the transition of business.

**Section 7. Voting:** All issues presented for a vote at a Commission meeting shall require a majority vote of the members present if a quorum or per Robert's Rules. The initiation of any roll call vote may come from any Commission member.

**Section 8. General Consent:** The method of general consent, or the unanimous vote consensus, may be used with all other issues when there seems to be no objections to the question. It may be used when routine business is conducted and on minor matters. Instead of taking the vote, the Chair may say, "if there are no objections", or words to that effect, and shall assume general consent unless someone objects. When there is an objection, a vote must be taken.

### **ARTICLE VI - Committees:**

#### **Section 1. General Committees:**

1. The Commission shall carry out the affairs of the Commission as a Committee of the Whole or special ad hoc committees as may be appointed by the Chair.
2. Committees meet on call of the Chair, by consensus of the Commission, and as scheduled by committee members. If appropriate, the Commission shall base all policy decisions of the Commission after consideration of committee recommendations.
3. A quorum for committee meetings shall consist of a majority of the appointed members. If there is not consensus on a matter requiring a recommendation from a committee, the vote of each member shall be recorded in the committee report (verbally or in writing), accompanied by a brief statement of the minority viewpoint.

**Section 2. Coordinating Committee:** The mayor shall also designate a coordinating committee representing the city consisting of a representative of the police department,

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a representative of the city council, the director of recreation and parks, and a city attorney to meet with and coordinate the work of the Youth Commission with the city.

### **ARTICLE VII - Annual Report**

By May 1st of each year, beginning on May 1st, 1966, the Youth Commission shall cause to be prepared a report of its operations, studies, meetings, attendance of members during the preceding year, along with plans for future activities.

### **ARTICLE VIII - Parliamentary Authority:**

Unless inconsistent with these by-laws, or otherwise decided by the Commission, all Commission meetings shall be conducted in accordance with Robert's Rules of Order Revised.

### **ARTICLE IX - Amendments to the By-Laws:**

These by-laws may be amended at any regular or special meeting of the St. Charles Youth Commission by a two-thirds majority of the Commission. Written notice of the proposed amendment shall be mailed or delivered to all members of the Commission at least one week in advance of consideration of action.