

**BY-LAWS  
OF THE  
SOUTHLAKE YOUTH ACTION COMMISSION**

**ARTICLE I**

**PURPOSE AND POWERS**

**Section 1.1 Purpose**

The Southlake City Council established the Southlake Youth Action Commission to act as an advisory board to the City Council in all matters effecting youth programs and Issues.

**Section 1.2 Powers**

In fulfillment of its purpose, the Southlake Youth Action Commission shall be governed by Ordinances Nos. 610, 723, and 969.

**ARTICLE II**

**COMMISSION MEMBERS**

**Section 2.1 Membership**

- (a) The youth action commission shall consist of seven (7) students enrolled in school grades nine (9) through twelve (12) that reside in the city of Southlake or attend Carroll Independent School District.
- (b) The youth action commission may appoint up to thirteen (13) alternates. Alternates must also be enrolled in grades nine (9) through twelve (12), and reside in the city of Southlake or attend Carroll Independent School District.
- (b) Members are appointed after submitting an application at the beginning of each school year.

**Section 2.2 Meetings of the Commission**

The Commission shall endeavor to hold meetings monthly on the 2nd Monday of each month except during June, July, August, and September at times and places it may designate.

All meetings and deliberations of the commission shall be called, convened, held and conducted, and notice shall be given to the public, in accordance with Chapter 551 of the Texas Local Government Code.

Members not able to attend a regular meeting or special meeting shall notify the Community Services staff liaison or the Chairman of the Commission by 12:00 noon of the meeting day.

### **Section 2.3 Special Meetings**

Upon the request of any Commission member, the Chairman shall call a special meeting of the Commission. The Chairman shall fix a place and time for such special meetings of the Commission subject to posting public notice in compliance with Chapter 551 of the Texas Local Government Code.

### **Section 2.4 Quorum**

A simple majority of the Commission shall constitute a quorum to conduct official business of the Commission.

### **Section 2.5 Conduct of Business**

- (a) At the meeting of the Commission, matters pertaining to the business of the Commission, as posted on the agenda, shall be considered in accordance with the rules of procedure as from time to time prescribed by the Commission.
- (b) At all meetings of the Commission, the Chair shall preside. In the absence of the Chair, the Vice Chair shall preside. In absence of both the Chair and the Vice Chair, the secretary shall reside.
- (c) The Chair shall be a voting member of the Commission.
- (d) Minutes of each Commission meeting shall be filed with the City Secretary and made available upon request.

### **Section 2.6 Vacancies**

Any vacancy occurring in the board shall be filled by remaining Standing members for the length of the unexpired term. Should no qualified Standing members seek election to one of the replacement positions then any alternate member shall be eligible to seek the position.

### **Section 2.7 Staff Liaisons**

The City Manager shall designate a staff member to attend the SYAC Commission meetings and communicate between the Commission and the city.

## **ARTICLE III**

### **OFFICERS**

#### **Section 3.1 Officers and Terms of Office**

- (a) The Officers of the Commission shall be a Chair, Vice-Chair, and Secretary.
- (b) At the second regular meeting of each year, the commission shall elect by majority vote from the Standing members, the officers. The officers shall serve one year terms or until their successors are elected.
- (c) Any officer shall be subject to removal from office at any time by a vote of the majority of the Commission.
- (d) A vacancy in the office of any elected officer shall be filled by a vote of the majority of the commission members at the next regular meeting, following the effective date of the vacancy.

#### **Sections 3.2 Powers of the Chair**

The Chair shall preside at all meetings of the commission and perform all duties incident to the office of the chair.

#### **Section 3.3 Vice Chair**

In the absence of the Chair, or in the event of his/her inability or refusal to act, the Vice-Chair shall perform the duties of the Chair. And when so acting shall have all the powers of and be subject to all the restrictions upon the Chair.

#### **Section 3.4 Compensation**

SYAC members shall not receive any salary or compensation for their services as SYAC members.

## **ARTICLE IV**

### **ROLES AND RESPONSIBILITIES**

#### **Section 4.1 Roles and Responsibilities**

The roles and responsibilities of the Southlake Youth Advisory Commission shall be to:

- (a) Act in an advisory capacity to the City Council, City Manager and other city Boards and Commissions on youth programs and issues affecting the youth of Southlake.

- (b) Planning, organizing, coordinating and carrying out other activities for the youth of the community, including establishing guidelines, rules and procedures for participation in such activities.
- (c) Recommend policies to improve youth services.
- (d) Participate in community service projects to encourage youth to make a difference in the community through volunteerism.
- (e) SYAC shall review and submit by May 31 of each year a written report of its activities for the previous year and an annual plan of work for the ensuing year.

## **ARTICLE V AMENDMENTS TO BYLAWS**

### **Section 5.1 Amendments to Bylaws**

These bylaws may be altered, amended or repealed and new bylaws may be adopted by a majority of the SYAC members present at any regular meeting, or any special meeting, if at least two (2) days written notice is given of an intention to alter, amend, or repeal these bylaws or to adopt new bylaws at such meeting.

**PASSED AND APPROVED** at a regular meeting of the Southlake Youth Action Commission of the City of Southlake, Texas the 10th day of January, 2018.

**PASSED AND APPROVED** at a regular meeting of the City Council of the City of Southlake, Texas this 1st day of May, 2018.

#### Historical Tracking

May 9, 1997 Southlake Youth Action Commission  
March 2, 2010 City Council  
May 1, 2018 City Council