

AURORA YOUTH COMMISSION BYLAWS

Article I – Name and Membership

- A. The name of this commission shall be the Aurora Youth Commission (AYC).
- B. Membership of this Commission shall consist of twenty-two voting members appointed by City Council, using the City of Aurora commissioner appointment process and term limits.
 - a. Sixteen voting members shall be ages fourteen through twenty years of age.
 - i. Youth voting members shall be residents of the City of Aurora or attend a school in Aurora as provided in Section 2-902 of Aurora City Code.
 - ii. At any given time, the AYC youth seats shall be composed of 75% Aurora residents with the remaining 25% composed of either Aurora residents or students who are not Aurora residents but who attend school in Aurora.
 - b. Six voting members shall be twenty-one years of age or older.
 - i. Adult voting members shall be residents of the city as provided in Section 2-769 of Aurora City Code.
 - c. Only youth members shall hold the offices established within these bylaws.
 - d. No member of AYC shall simultaneously hold two or more major positions, except as is constitutionally required. These positions are set forth below:
 - i. Chair
 - ii. Vice-Chair
 - iii. Treasurer
 - iv. Historian
- C. AYC is a forum for youth development, particularly the cultivation of youth leadership skills and for building relationships with other youth and adults that they may otherwise not be exposed to. Creating friendships, independent of parents, is an important component of youth development and serving on AYC facilitates that in a safe, structured environment. Having a parent-child relationship may compromise, or give the appearance of compromising, the objectivity and independence of a youth member. Therefore, parent(s)/caregiver(s) and their child/children shall not serve during the same term.
- D. Members of the Commission shall uphold the standards of integrity and honesty – including making decisions based on the best interest of the city and its residents; and avoiding financial and social relationships and transactions that may compromise, or give the appearance of compromising objectivity, independence, and honesty.

Article II – Purpose

The Aurora Youth Commission is tasked with the responsibility of representing Aurora’s youth and creating opportunities for youth development by:

- A. Advising the City on matters pertaining to youth and youth interests,

- B. Obtaining communal input on youth issues,
- C. Advocating for youth needs to the City and City Council,
- D. Developing responses to youth concerns.

Article III – Duties

As specified by the Aurora City Code, the Commission shall:

- A. Advise the Department of Parks, Recreation, and Open Space, the City Manager, and the City Council on matters pertaining to youth in Aurora;
- B. Submit an annual report to the City Manager and the City Council;
- C. Recommend and advise the City on youth activities and concerns;
- D. Advocate for new and existing programs, initiatives, and resources for Aurora youth;
- E. Review and provide recommendations to the City on matters pertaining local youth;
- F. Encourage cooperation for the advancement of young adults;
- G. Recognize and promote the value of young adults in our community;
- H. Be a resource for recruiting youth involvement in city related events;
- I. Exercise the powers and duties assigned by City Council.

Article IV – Meetings

- A. The Aurora Youth Commission shall hold regular meetings on the first Thursday of the month at 6:30 p.m., excluding meetings that coincide with a government holiday.
- B. The Chair may, or in the absence of the Chair, the Vice-Chair may schedule a special meeting or reschedule regular meetings as long as all members have been notified at least one week in advance.
- C. The Commission must have a quorum present to conduct any business, excluding the authority to schedule a special meeting.
 - a. The Commission must have over fifty-percent attendance of presently appointed members to maintain a quorum.
- D. Meetings will be conducted following *Robert's Rules of Order*.

Article V – Meeting Attendance

- A. Commissioners shall attend all regularly scheduled Commission meetings.
- B. Members shall give prior notice to the Chair, or the staff liaison, of an absence from a regularly scheduled meeting. Absence from a regularly scheduled meeting without prior notification will be considered unexcused.
- C. Members who accrue two consecutively unexcused absences or four excused absences in a twelve-month period may be referred to City Council for dismissal.

Article VI – Officers and Elections

- A. Candidates for office must be eligible to serve for a full year term and must be a sworn-in member of the Commission.
 - a. Only youth members may qualify to hold office on the Commission.
- B. All officers are elected to serve a one-year term commencing immediately after elections are concluded. An officer may serve consecutive terms.
- C. Any candidate seeking office must submit their name to the Commission the month prior to elections.
- D. The election of officers will be held within the first three months of the new Commission year.
 - a. Elections are held by a majority vote of members present during elections.
 - i. Absentee ballots are strictly prohibited during elections.
 - ii. A secret ballot can be motioned during the election of officers.
- E. A quorum must be present for elections to be conducted.
- F. Should the office of Chair become vacant during the term of office, the Vice Chair will assume the office and duties of Chair until a special election is called to order.

Article VII – Special Elections

- A. Should the office of Vice Chair, Treasurer, or Historian become vacant, the Chair may schedule a special election.
- B. Special elections must be held by the month following the Commission’s approval of a vacancy or resignation.
- C. Nominations and elections shall follow the rules and protocols established in Article VI, Section C to Section E.
- D. New officers shall serve out the remainder of the original term.

Article VIII – Duties of the Executive Officers

The officers of the Aurora Youth Commission shall be:

- A. Chair
 - i. Set the agenda and lead Commission meetings,
 - ii. Serve as the spokesperson for the Commission or appoint a designee,
 - iii. Appoint Ad Hoc Committees when needed,
 - iv. Appoint members to standing and Ad Hoc Committees,
 - v. Sign and communicate official reports from the Commission,
 - vi. Additional duties as necessary or assigned by the Commission, Aurora City Council, or the City.
- B. Vice-Chair
 - i. Serve as the Chair in the absence or removal of the Chairperson,
 - ii. Assist the Chair in Commission business,

- iii. Additional duties as necessary or assigned by the Commission, the Chair, Aurora City Council, or the City.

C. Treasurer

- i. Review. Manage, and report on the budget to the commission monthly,
- ii. During the each monthly meeting, account for all monetary spending that is discussed or voted,
- iii. Additional duties as necessary or assigned by the Commission, the Chair, Aurora City Council, or the City.

D. Historian

- i. Maintain a record of Commission activities with the assistance of individual members, including recording of minutes,
- ii. Compile records to create an end-of-year report for City Council,
- iii. Establish a record of previous Committees authorized by the Commission,
- iv. Additional duties as necessary or assigned by the Commission, the Chair, Aurora City Council, or the City.

Article IX– Committees

- A. The Commission shall have the ability to create and abolish committees based on the needs and priorities of the Executives at any time.
- B. The Commission shall review the committees of the previous year within the first three months of the new Commission year.
- C. Committees shall contain and be attended by a minimum of three members or will otherwise be disbanded.

Article X – Decision Making

- A. The Commission will operate by a simple majority vote of members present.
 - a. Voting will be done in the accordance with a voice vote of in-favor, opposed, or abstained.
- B. Any Commissioner may make or second a motion.
- C. The majority vote will be recorded in the minutes.

Article XI – Recorded Votes

- A. A recorded vote is required for any of the following:
 - a. An amendment to the Commission bylaws,
 - b. Sponsorship of or involvement in a program or activity,
 - c. Financial and monetary budgeting of the Commission.
- B. Votes will be tallied and recorded in the minutes.
 - a. All votes tallied must reflect the distribution of in-favor, opposed, and abstained votes.

Article XII – Amendment of the Bylaws

These bylaws may be amended with the approval of the Aurora Youth Commission pursuant to the decision-making process in Article X and Article XI, at two consecutive meetings that are at least ten days apart. The effective date of amended bylaws will take place on the date of approval by the Aurora Youth Commission.