

**City of Hampton, Virginia**

**BY-LAWS**

**(Adopted March 4, 2013 - Amended September 16, 2017)**

**ARTICLE I: PURPOSE**

The Hampton Youth Commission, established in 1997, is one of the numerous initiatives implemented by the City of Hampton to support youth engagement in the community. The Hampton Youth Commission is comprised of youth Commissioners who involve youth in their policy making, participate in projects that have a long term impact on the City of Hampton, and create shared leadership roles in partnership with adult community leaders. Young people who participate in the Hampton Youth Commission have the opportunity to participate in activities that contribute to the entire community and influence decision making. The Hampton Youth Commission is also charged with maintaining and implementing the Youth Component of the City of Hampton Community Plan.

**ARTICLE II: MEMBERSHIP**

**Section 1. Composition of the Commission.** The Commission is comprised of twenty-five (25) members. The Commission should strive for a composition that reflects the diversity of the youth population.

- a. Together, the Commission membership should be representative of all four (4) public high schools and a variety of other local educational programs (i.e. private school, homeschooler, alternative education, etc.).
- b. Commissioners must be students, in good academic standing, entering the ninth (9<sup>th</sup>) through twelfth (12<sup>th</sup>) grades in the fall of that year. If there are vacant positions on the Youth Commission, rising seniors may fill the positions.
- c. Commissioners must be residents of Hampton during their service on the Hampton Youth Commission.

**Section 2. Appointment of Commissioners.** All Commission members are appointed by City Council. The Hampton Youth Commission will submit nominations to the City Council, in writing, for their consideration.

**Section 3. Terms.** Members of the Commission serve two (2) year terms. Commissioners may serve up additional consecutive terms as long as they are high school students.

**Section 4. Vacancies.**

- a. Vacancies will occur when a Commissioner:
  1. Resigns;
  2. Relocates out of the City of Hampton;
  3. No longer meets the criteria under which they were appointed; or
  4. Misses more than one (1) regular meeting per month.

5. When an Executive Committee Commissioner misses more than one (1) regular meeting and one (1) staff meeting per month.
- b. For the process for filling vacancies on the Commission reference Article II, Section 2.

### **ARTICLE III: ELECTION AND DUTIES OF OFFICERS OF THE COMMISSION**

#### **Section 1. Elections.**

- a. The elected officers for the Commission will be the Chair and Vice- Chair and Secretary. In addition, Committee Chairs will serve with the elected officers on the Leadership Committee.
- b. Elections will occur at the year-end meeting in June. At the year-end meeting, the Commission will elect from its membership a Chair, Vice-Chair and Secretary to serve for a one-year term. Those members will serve in such a capacity unless they resign or are removed from office. Should both offices be vacant, the Senior Youth Planner will preside until the election can be held.
- c. Nominations for members of the Leadership Committee will be forwarded to the full Commission by the Nominating Committee.
- d. For purposes of electing officers and members of the Leadership Committee, the individual(s) receiving the majority of votes will be elected.
- e. Votes will first be taken for the Chair, then for the Vice-Chair and followed by the Secretary.

#### **Section 2. Duties of the Officers.**

- a. The Chair will preside over the meetings of the Commission, with the same powers and duties as the other members, with vote, but no veto power. The Chair will be the official head of the Commission and will perform such other duties not inconsistent with the office as may be requested by the Commission. The affairs of the Commission will be under the general direction of the Chair. The Chair will seek to guide the work of the Commission in ways that build consensus among Commission partners and members. The Chair will call the meetings to order promptly at the hour for holding such meetings. If a quorum is not present, see procedures relating to actions of the Commission in Article IV, Section 7.b.
- b. The Chair can appoint ad-hoc committees to address specific issues.
- c. The Vice- Chair, in the absence or disability of the Chair, and while acting as Chair, will be invested with all the authority and duties of the Chair.

- d. In the absence of the Chair and Vice Chair, the Senior Youth Planner or a Community Development designee will preside over the meeting and, while acting as Chair, will be invested with all the authority and duties of the Chair.
- E. The Secretary is responsible for recording all meeting minutes, commissioner attendance, and creating sign-in sheets for events hosted by the Youth Commission. The Secretary will keep record of votes when The Commission votes on a matter.

#### **ARTICLE IV: MEETINGS OF THE COMMISSION**

**Section 1. Public.** The meetings of the Commission will be open to the public. Meetings will be documented and minutes will become public record.

**Section 2. Year-End.** The annual meeting of the Commission will be held in the month of June.

**Section 3. Special.** The Chair, any three (3) members of the Commission, or the senior Community Development Staff member may call a special meeting of the Commission at any time upon at least five (5) days notice to each member.

**Section 4. Leadership or Closed Meetings.** Leadership or closed meetings may be held only in accordance with the Virginia Freedom of Information Act, Virginia Code §§ 2.2-3711 and 2.2-3712, as amended.

**Section 5. Order of Business.** At every regular meeting, the order of business will be set by the Leadership Committee.

#### **Section 7. Procedure.**

- a. Eleven members will constitute a quorum for the transaction of business.<sup>4</sup> Although the first priority in the work of the Commission is to strive for consensus, votes of the Commission will be valid when authorized by an affirmative vote of a majority of those present and voting.
- b. In the absence of a quorum, at the time appointed for the meeting, a work session will be convened. At the expiration of fifteen (15) minutes from the time appointed for the meeting, if a quorum is present the regular meeting will be convened. In the absence of a quorum at the expiration of fifteen (15) minutes from the time appointed for the meeting, the Secretary or the Community Development Staff will enter upon the minutes the names of the members present, and the meeting will stand ipso facto adjourned until the next regular meeting or until a new call is issued in the regular way, if it be a special meeting, and the work session will continue.<sup>4</sup>
- c. If a meeting is to continue beyond one hundred and twenty (120) minutes, a motion to continue must be made.

- d. Votes of the Commission will be by voice vote. The roll of the Commission will be entered in rolling alphabetical order, except with respect to the Chair who will be last. This roll will be used in the above order in recording all votes, which are required to be recorded.
- e. In the event there is a tied vote, the Chair of the Commission will cast the deciding vote on the matter. The Chair of the Commission cannot vote twice.
- f. Any member wishing to abstain from voting on any matter before the body will state for the record during roll call the reason for such abstention.
- g. Upon all procedural questions not covered by the By-laws or State Law, the general rules of parliamentary procedure (Robert's Rules of Order, Newly Revised) will govern.

## **ARTICLE V: COMMITTEES**

**Section 1. Standing Committees.** Standing Committees will include the Leadership Committee, the Philanthropy Committee and others deemed necessary by the Commission for the fulfillment of its duties. Standing Committees will be composed stated in Article V, Section 1.a. and are appointed by the Chair of the Commission. All members of Standing Committees, whether elected or appointed, serve one-year terms.

- a. The Leadership Committee will be comprised of the Chair, Vice-Chair, Secretary, all the Special and Ad-Hoc Committee Chairs, and one (1) City representative.<sup>9</sup>
- b. The Philanthropy Committee will be comprised of five (5) members. One member of the group should be a past member of the Philanthropy Committee.

### **Section 2. Special Committees.**

- a. The full Commission will create and dissolve Special Committees as they deem necessary to further the work of the Commission. The functions and composition of such committees and the conditions under which they operate will be stipulated at the time of their creation by the Commission. (Reference Hampton Youth Commission Operations Manual Chapter for roles and responsibilities.)
- b. The Chair of all Special Committees will be a Commissioner, appointed by the Chair of the Commission for a one-year term. The Chair of the Commission may re-appoint Special Committee chairs for additional terms.
- c. The membership of Special Committees may include non-Commissioners. Members will be appointed by the Chair of the Commission, based on the recommendations of the Special Committee Chairs.

**ARTICLE VII: CONFLICT OF INTEREST**

Hampton Youth Commissioners members will comply with the State and Local Government Conflict of Interest Act (Section 2.1-639.1 et seq. of the Code of Virginia of 1950 as amended).

**ARTICLE VIII: AMENDMENT OF BY-LAWS**

The by-laws may be amended at any meeting with an affirmative vote of the majority of the members present and voting, provided the proposed amendment has been circulated to all members prior to the meeting.

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