

**BY-LAWS  
OF  
NICEVILLE YOUTH ADVISORY COUNCIL**

**Article I  
Membership**

**Section 1 - Representation**

A total of no more than five (5) voting Youth Advisory Council members and no more than fifteen (15) non-voting Youth Advisory Council members shall comprise and serve on the Niceville Youth Advisory Council. The Niceville Youth Advisory Council shall seek in its membership a diverse representation reflecting the community.

**Section 2 - Membership Qualifications**

All members must live within the city limits of Niceville and must be between the grades of 9 to 12. Members shall have at least a 2.25 GPA.

**Section 3 - Term Limits**

Terms shall be for one (1) year, or until the student transfers or graduates from high school. Members may re-apply every year provided they remain within the grade limits of the membership qualifications.

**Section 4 - Application Process**

Members of the Niceville Youth Advisory Council shall be chosen through an application process. Interested parties shall complete a simple application form. The Niceville City Council shall review the application and select members of the Niceville Youth Advisory Council.

**Section 5 - Appointment of Members**

Each member of the Niceville City Council shall appoint one member to the Niceville Youth Advisory Council. When selecting Youth Advisory Council members, Niceville City Council shall make every effort to appoint members that represent the spectrum of youth population in the City of Niceville.

## **Section 6 - Conduct**

Each member of the Niceville Youth Advisory Council must conduct himself or herself in a positive, friendly, and law-abiding manner at all times. There will be no smoking, drinking alcoholic beverages, or using illegal drugs by any member of the Youth Advisory Council. Such behavior will not be tolerated and is grounds for dismissal from the Youth Advisory Council.

## **ARTICLE II OFFICES**

### **Section 1 - Offices**

The City Clerk shall serve as temporary chair for purposes of presiding over the election of the Niceville Youth Advisory Council Chairperson. The Niceville Youth Council shall elect from its members a Chairperson, Vice-Chairperson, and Secretary. The candidate receiving a majority votes of the Niceville Youth Advisory Council members is elected.

### **Section 2 - Officer Duties**

The duties of the officers shall be as follows:

- a. The Chairperson shall preside at the meetings of the Niceville Youth Advisory Council and shall be charged with the administration of the affairs of the Youth Advisory Council with the assistance from the Office of the City Clerk. The Chairperson shall perform such other duties as provided by these by-laws or by rule of the Niceville City Council.
- b. The duties of the Vice-Chairperson shall be to perform the duties and exercise the power of the Chairperson during the absence of the Chairperson.
- c. The Secretary shall determine a quorum for the meeting and report back to the City Clerk. The Secretary shall conduct the roll call at the start of the meeting. The Secretary shall preside at the meetings of the Niceville Youth Advisory Council and perform the duties and exercise the power of the Chairperson during the absence of both the Chairperson and the Vice-Chairperson.

### **Section 3 - Election of Officers**

The officers of the Youth Advisory Council shall be elected annually. The officers of the Youth Advisory Council shall be elected by a majority vote of the voting members present.

#### **Section 4 - Term of Officers**

The term of all offices provided for in Section 1 hereof shall be one (1) year; however, all officers shall continue to hold office until their successors are elected. Officers of the Niceville Youth Advisory Council shall be elected at the first Youth Advisory Council meeting held in May of each calendar year.

#### **Section 5 - Vacancies of Officers**

Should a vacancy occur in an office of the Niceville Youth Advisory Council by resignation, removal, or by some other reason, the office shall be filled by an election for the vacant office at the next regular meeting of the Niceville Youth Advisory Council.

### **ARTICLE III MEETINGS**

#### **Section 1 - Regular Meetings**

Regular meetings of the Niceville Youth Advisory Council shall be held once a month on the fourth Thursday of the month, between the hours of 4:00 to 5:00 PM. The principal meeting place of the Youth Advisory Council shall be Niceville City Hall. Robert's Rules of Order shall govern the proceedings of the Youth Advisory Council in all cases to which they are applicable, and in which they are not inconsistent with these by-laws. Matters for consideration by the Youth Advisory Council shall be presented only at Youth Advisory Council meetings. Before convening a meeting of the Youth Advisory Council, the Chairperson of the Youth Advisory Council shall inform the Office of the City Clerk of the subject matter of the meeting. The Office of the City Clerk shall give public notice of the meeting in accordance with the requirements of the Florida Open Meetings Law. The notice shall include posting on the City of Niceville's official website.

#### **Section 2 - Special Meetings**

Special meetings may be called upon the request of the Chairperson. Request for special meetings shall be sent via electronic mail, or by telephone, to the Office of the City Clerk at least forty-eight (48) hours before the time of the meeting. This request shall include the reason or reasons for requesting the special meeting. The Office of the City Clerk

shall notify every member of the Youth Advisory Council via electronic mail or by telephone. No subjects other than those stated in the notice shall be considered at the special meeting.

### **Section 3 - Open Meetings**

All meetings of the Niceville Youth Advisory Council shall be open to the public and be subject to all requirements of the Florida's Open Meeting Law.

### **Section 4 - Quorum**

The presence of a majority of the entire membership of the Niceville Youth Advisory Council shall constitute a quorum for a meeting of the Youth Advisory Council. A quorum is necessary to transact official business at any meeting.

### **Section 5 - Voting**

The affirmative vote of a majority of the members present shall be necessary to adopt a recommendation to be forwarded to the Niceville City Council for review and/or possible action.

### **Section 6 - Order of Business**

The Chairperson of the Youth Advisory Council shall, when present, call the members of the Youth Advisory Council to order. Before proceeding to business, the roll of the members shall be called, and the names of those present (and absent) entered in the minutes. If a quorum is present, the order of the business shall be:

- a. Pledge of allegiance.
- b. Approval of the minutes of the previous meeting.
- c. Unfinished business.
- d. Matters for consideration.
- e. Announcements.
- f. Adjournment.

### **Section 7 - Recordings of Meetings**

The proceedings of the Youth Advisory Council shall be recorded by the City Clerk. Records shall be preserved in accordance with the record retention schedule established by the Office of the City Clerk.

**Section 8 - Conduct of Members**

In addition to Article I, Section 6 regarding conduct, no member of the Youth Advisory Council shall interfere with the orderly progress of the meeting by leaving his or her seat or engaging in unnecessary conversation. Any member guilty of any unprofessional conduct shall be reported to the Niceville City Council.

**Section 9 - Attendance**

Attendance at regular Youth Advisory Council meetings is expected from all members. If a member cannot attend due to sickness or for a duly-authorized reason, the member shall notify the Office of the City Clerk who shall notify the Chair of the Niceville Youth Advisory Council. Any member who fails to appear and answer to his or her name when the roll is called at any regular meeting or special meeting shall be recorded as absent (excused or unexcused). Any member of the Niceville Youth Advisory Council who missed four (4) consecutive meetings (excused or unexcused) shall be reported to the Niceville City Council.

**ARTICLE IV  
REPORTS**

**Section 1 - Annual Report to the Niceville City Council**

The Chairperson or his or her designee shall make a report to the Niceville City Council of the activities and business of the Youth Advisory Council at least once each calendar year.

**ARTICLE V  
ROLE OF THE NICEVILLE CITY COUNCIL**

**Section 1- Role of City Council**

The Niceville City Council shall receive recommendations from the Youth Advisory Council. The Niceville City Council shall provide support assistance to the Niceville Youth Advisory Council to assist them in carrying out their duties. The City Council shall communicate upcoming issues to the Niceville Youth Advisory Council so they may respond accordingly.

**ARTICLE VI  
BY-LAWS AND AMENDMENTS**

**Section 1 - By-Laws and Amendments**

The by-laws of the Youth Advisory Council shall be reviewed once each year. The by-laws may be amended at a regular stated meeting provided two-thirds (2/3) of the members of the Youth Advisory Council approve the amendments in a roll call vote; providing further that the amendment is part of the agenda for the meeting and the membership has been notified in writing. By-laws and amendments must be approved by the Niceville City Council in order to take effect.