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Vianey Lopez Fifth District Supervisor

Fifth District Youth Advisory Council Bylaws

CHAPTER 1. GENERAL PROVISIONS

Section 1. Applicability

1. These bylaws contain rules and procedures for Fifth District Youth Advisory Council ("Youth Advisory Council").

Section 2. Amending the Bylaws.

Bylaws can be changed through the following process:

1. The Youth Advisory Council receives notice of the proposed changes at least 3 days before a meeting to vote on the changes.
2. Changes to the Bylaws requires a majority vote.
3. Changes to the Bylaws do not affect matters that are already being considered by the Youth Advisory Council.

CHAPTER 2. MEETINGS

Section 1. Regular Meetings.

1. Regular meetings of the Youth Advisory Council are generally held on a Monday at 5:00 pm.
2. A calendar of meetings is proposed annually by Staff for Youth Advisory Council consideration and approval.
3. Meeting agendas are prepared by Staff in consultation with the Chair or Vice Chair.
4. Meeting agendas state the time, place, and business to take place at the meeting and will be distributed via email at least one day in advance of the meeting.
5. Meeting minutes will be taken by Staff and distributed at the next meeting.

Section 2. Special Meetings.

1. The Chair or Vice Chairs may call special meetings in consultation with Staff.
2. The agenda for the special meeting will state the time, place and business to take place at the meeting.
3. No other business will be considered at a special meeting.
4. Staff will notify the Youth Advisory Council of the special meeting.
5. Meeting minutes will be taken by Staff and distributed at the next meeting.

Section 3. Teleconferencing and Video Conferencing.

1. At the request of the Chair or Vice-Chair and, as feasible as determined by Staff, teleconferencing and video conferencing may be offered.

CHAPTER 3. DISCUSSION, AND VOTING

Section 1. Youth Advisory Council Discussion.

1. When a member wants to speak, the member addresses the Chair or Vice Chair.
2. If two or more members address the Chair or Vice Chair at the same time, the Chair or Vice Chair will announce the order of speakers by name, letting them know who will speak first and who will speak second.
3. Members will speak in the order announced by the Chair or Vice Chair.
4. Members will make their comments to the Chair or Vice Chair, not to other members.

Section 2. Voting.

1. Each Commissioner has one vote.
2. Commissioners must be present in person or participating in the meeting via teleconference or videoconference to vote.
3. Commissioners cannot vote on behalf of absent Commissioners.
4. An Alternate may vote on behalf of an absent Commissioner, if selected to do so by the majority of Commissioners present.
5. Alternates may make a motion to take a vote to create the "Alternates' Position," which, if approved by the majority of Alternates present, shall carry the weight of one Commissioner's vote.
6. The outcome of vote will be reported in the minutes.

CHAPTER 4. OFFICERS AND STAFF

Section 1. Officers.

1. The Youth Advisory Council will be led by a Chair and Vice Chair elected by majority vote.

Section 2. Election and Terms of Officers.

1. The elected Chair and Vice Chair will serve until the next annual session holds elections for officers (approximately one year),
2. The term begins following adjournment of the meeting in which the election took place.
3. If it is found necessary, officers may be removed from their positions prior to the end of their term by a vote of two-thirds of majority present.

Section 3. Vacancies.

1. If there is a vacancy in the office of the Chair or Vice Chair, the Youth Advisory Council will immediately elect another member to serve in that position for the rest of the term.
2. The election to fill a vacancy requires a majority vote.

Section 4. Chair Pro Tempore.

1. If all officers are absent from a meeting, a temporary chair (Chair Pro Tempore) will be selected by a majority vote.
2. The Chair Pro Tempore will lead that meeting.

Section 5. Duties of Chair and Vice Chair.

The Chair and Vice Chair shall:

1. Lead all regular Youth Advisory Council meetings in accordance with these Bylaws.
2. Notify the Staff of any expected or actual meeting absences.
3. Work with the Staff to prepare meeting agendas that are relevant to the Youth Advisory Council's areas of focus.
4. Work to create an orderly, respectful, and safe space for discussion, learning, and growth.
5. Encourage the active participation of all members.
6. Speak for the Youth Advisory Council, fairly represent its positions, and refrain from stating personal positions that are different from positions of the Youth Advisory Council as a whole.
7. Conduct a process to assign members to Youth Advisory Council committees in a fair and equitable manner.
 - a) The term of committee appointments is until the end of the annual session.
8. Represent the Youth Advisory Council, or designate another member or Staff, to represent the Council in its external activities, such as work groups and other County commissions, in way that is consistent with the Youth Advisory Council's positions and guidelines.
9. Be familiar with and follow Youth Advisory Council Bylaws, procedures and Code of Conduct.
10. Work to promote collaboration with County Departments, other County commissions, boards, and committees on issues that are of interest to the Youth Advisory Council.
11. Update the officers and Staff on relevant matters.
12. Meet with members, in collaboration with the Staff, if there are problems regarding a member's conduct, attendance, or compliance with these Bylaws.

Section 6. Staff

1. Fifth District Staff ("Staff") will provide administrative support to the Youth Advisory Council.

CHAPTER 5. DUTIES OF MEMBERS

Section 1. Commissioners

Commissioners shall:

1. Attend and actively participate in all Youth Advisory Council meetings.
2. Notify the officers and Staff in advance of any absence from meetings.
3. Bring matters/issues of interest to the Youth Advisory Council to the attention of officers and Staff.
4. Get approval from the Chair or Vice Chair and Staff, before accepting an invitation to represent or speak on behalf of the Youth Advisory Council at any meetings or activities, and:

- a) Prepare to represent the Youth Advisory Council by reviewing Youth Advisory Council positions on issues that might come up, and
 - b) Fairly represent the Council's positions, and refrain from stating personal positions that are different from positions of the Youth Advisory Council as a whole.
5. Follow the Youth Advisory Council 's Code of Conduct.
 6. Be willing to learn and be passionate about improving the Fifth District and communities across Ventura County.
 7. Be automatically moved to an Alternate position following four absences.

Section 2. Alternates

Alternates shall:

1. Attend and actively participate in all Youth Advisory Council meetings.
2. Notify the officers and Staff in advance of any absence from meetings.
3. Bring matters/issues of interest to the Youth Advisory Council to the attention of officers and Staff.
4. Get approval from the Chair or Vice Chair and Staff, before accepting an invitation to represent or speak on behalf of the Youth Advisory Council at any meetings or activities, and:
 - a. Prepare to represent the Youth Advisory Council by reviewing Youth Advisory Council positions on issues that might come up, and
 - b. Fairly represent the Council's positions, and refrain from stating personal positions that are different from positions of the Youth Advisory Council as a whole.
5. Follow the Youth Advisory Council's Code of Conduct.
6. Be willing to learn and be passionate about improving the Fifth District and communities across Ventura County.
7. In the absence of a Commissioner, be eligible to vote at a select meeting(s) if selected by the majority of the Commissioners present.
8. Vote in the "Alternates' Position" for matters before the Council; the "Alternates' Position", if approved by the majority of Alternates present, shall carry the weight of one Commissioner's vote.
9. Be automatically removed from the Youth Advisory Council following four absences.

CHAPTER 6. COMMITTEES

Section 1. Committees

1. The Youth Advisory Council may establish committees to carry out its work with approval of the majority of the Council.
 - a) The term of committee appointments is until the end of the annual session.
2. Committees must be led by members of the Youth Advisory Council.
3. Standing committees may be created to address ongoing matters/issues.
4. Ad Hoc committees may be created to address short term (less than one year) matters/issues or projects.

5. Committees may not act on behalf of the full Youth Advisory Council.
6. Committees must submit findings or recommendations in writing to the full Youth Advisory Council for consideration or action.

Section 2. Operations Committee

1. The Youth Advisory Council can establish a standing Operations Committee with five (5) members that will be able to review new applications and suggest recommendations to Supervisor Lopez.
2. New members will be appointed by Supervisor Lopez following an application and/or interview process by the Operations Committee and/or Staff.
3. Operations Committee can make suggestions to the Supervisor as to which applicants could be Commissioners or Alternates, and the total number of each, up to 25 members.

CHAPTER 7. Members

Section 1. Selection and Terms

1. The Youth Advisory Council shall have up to 25 members
2. The members will be selected and appointed by Supervisor Lopez, considering recommendations made by the Operations Committee.
3. The term of a member will be two (2) years, tied to two annual sessions of (annual session starts in September and goes to the next August).
4. Members may reapply following their two-year term.
5. The age range for a member will be between 14 and 19 years of age.
6. Priority will be given to youth that live, work, or go to school in the Fifth District.