

CENTRAL SHENANDOAH VALLEY REGIONAL YOUTH COMMISSION BYLAWS

Article I Title and Purpose

Section 1: TITLE

The name of this organization is the Central Shenandoah Valley Regional Youth Commission hereinafter called "Youth Commission." The Youth Commission serves the multi-jurisdictional Central Shenandoah Valley Office on Youth and is supported by the City of Waynesboro, the City of Staunton, and the County of Augusta.

Section 2: PURPOSE

In addition to the responsibilities set forth for a "Youth Services Citizens Board" in Section 66-26 et seq of the Code of Virginia (1950), as amended, the overall purpose of the Youth Commission is to facilitate the wholesome development of the youth of the region and to insure the provision of comprehensive delinquency prevention and youth development programs.

Article II Composition

Section 1: MEMBERSHIP

- a. The board shall be composed of fifteen (15) members; there shall be five (5) members appointed by each locality to ensure equal representation from each.
- b. One member from each locality shall be a youth member (youth members are those who have not reached their eighteenth birthday at time of appointment).
- c. No more than two members from each locality may be employed by local or state government, youth or family serving agencies, or elected government officials. Notwithstanding the foregoing, a locality may appoint more than two such members if their appointment does not result in a majority of the board being such members.
- d. Members representing Staunton shall be appointed by the Staunton City Council; Members representing Waynesboro shall be appointed by the Waynesboro City Council; Members representing Augusta County shall be appointed by the Augusta County Board of Supervisors.

Section 2: TERMS OF OFFICE

Initially each locality shall appoint one youth member for a term of one (1) year. The other four seats shall be filled initially (whether by youth or adults) as follows: one for a term of two years, one for a term of three years, one for a term of four years, and one for a term of five years. Thereafter, all the designated youth seats shall be filled for a term of one year and all other seats for a term of three years. Youth members may serve additional terms so long as they remain under the age of eighteen at the time of reappointment. Other members may serve up to two consecutive terms.

Section 3: RESIGNATIONS

A member may resign by giving written notice to the appointing authority, with a copy to the Chairperson.

Section 4: VACANCIES

A vacancy may occur through resignation (Article II, Section 3) or non-attendance (Article V, Section 3). All vacancies shall be filled by the original appointing locality, and shall be for the unexpired term.

Section 5: REPRESENTATION

The appointing authorities shall endeavor to insure that the Youth Commission exemplifies broad representation from the overall communities. The Youth Commission shall not discriminate on the basis of sex, race, religious affiliation, handicapping disability, or national origin.

**Article III
Responsibilities**

The Youth Commission shall function in an advisory capacity in the establishment of goals and objectives for the Office on Youth.

DUTIES: The responsibilities of the Youth Commission shall include but not be limited to:

- a. Provide support to Director of the Office on Youth, as necessary, towards the effective administration of the office.
- b. Assist in the formulation of a comprehensive plan for the development, coordination and evaluation of the youth services program.
- c. Make formal recommendations to the governing authorities at least annually concerning the comprehensive plan and its implementation during the ensuing year.
- d. Submit, annually, a written report to the local governing bodies.

**Article IV
Officers**

Section 1: OFFICERS AND DUTIES

The Youth Commission shall elect the following officers: Chairperson, Vice-Chairperson, and Secretary. The nominating committee will ensure fair representation from all localities.

- a. Chairperson
 - i. Preside over all meetings
 - ii. Solicit members for standing committees and task force
 - iii. Rule on procedural matters, subject to provisions on Article V, Section 4
 - iv. Certify Reports
 - v. Carry out other duties as assigned by the Youth Commission
- b. Vice-Chairperson

- i. Assume the duties of the Chairperson in the absence of the Chairperson
- ii. Carry out other duties as assigned by the Youth Commission
- c. Secretary
 - i. Keep minutes of all meetings of the Youth Commission
 - ii. Transmit copies of the meeting minutes to *Administrative Staff* of the Office on Youth

Section 2: TERMS

The Officers shall serve for one year in said capacity and shall be eligible for re-election for a total of three consecutive years.

Section 3: ELECTION

Elections shall be held annually at the regular Annual meeting.

- a. The *Nominating Committee* shall nominate at least one (1) eligible person for each office to be filled and report its nominees at the annual meeting. Only those people who have signified their consent to serve if elected shall be nominated for or elected to such office.
- b. Officers shall be elected by a majority vote of those members present at the annual meeting.
- c. The terms of new officers shall begin at the regular *Annual meeting*.

Section 4: VACANCY

In the event an officer resigns or is dismissed, the Youth Commission will vote on a replacement at the following month's meeting. The Vice-Chairperson shall preside over the business and meetings of the Youth Commission in the absence of the Chairperson; and in the event of a permanent vacancy of the Chairperson, the Vice-Chairperson will preside until a successor is elected.

Article V Meetings

Section 1: MEETINGS

- a. Regular Meetings of the Board shall be held at least quarterly or more often at the discretion of the Commission.
- b. Any member of the Youth Commission may petition the membership of the Youth Commission for the purpose of a special called meeting. Following said petition, the petitioner must state in writing to the Youth Commission Chairperson that at least three (3) of the Youth Commission members also want a special called meeting. The Youth Commission Chairperson must then notify the Director about the petition. It shall be the Director's responsibility following this process to set a special meeting date, and to notify all Youth Commission members at least three (3) days prior to the special called meeting.

Section 2: QUORUM

A quorum shall consist of a minimum of six (6) members with at least one (1) member from each locality.

Section 3: ATTENDANCE

- a. It shall be the duty of every Youth Commission member to attend meetings regularly.
- b. If a Youth Commission member is unable to attend the scheduled meeting, *he/she shall notify the Office on Youth of his/her anticipated absence.*
- c. A Youth Commission member may be recommended, at the discretion of the Commission, for dismissal from the Commission for the following:

Absence from three consecutive meetings or special assignments without notifying the Office with just cause for missing the meetings/assignments.

If the above occurs, the Chairperson will notify the member that the appointing locality will be notified and the appointing locality will decide whether to replace the member(s).

Section 4: ORDER OF BUSINESS

The organization and conduct of the meeting of the Youth Commission shall be in conformance with parliamentary procedure and consistent with Robert's Rules of Order, as interpreted by the Chairman.

Article VI Committees

Section 1: STANDING COMMITTEES

There shall be two (2) Standing Committees: Nominating and Executive. Each Standing Committee will be comprised of at least three (3) Board Members, with opportunity for fair representation from each locality.

- a. *Nominating Committee:* This committee shall nominate a slate of officers each year prior to the annual meeting. This committee may also submit nomination to the local governing bodies of candidates to be considered to fill Board vacancies.
- b. *Executive Committee:* This committee shall consist of the Chairperson, Vice-Chairperson, and Secretary. The Executive Committee will be available to meet with the director as needed in between meetings.

Section 2: TASK FORCES

- a. *The Chairperson may appoint Task Forces* to accomplish of specific purposes.
- b. Task Forces will dissolve following the accomplishment of the specific purpose.
- c. Any Task Force shall include *at least one Youth Commission member.*
- d. A listing of Task Forces and their membership shall be kept by the Director.

Article VII Administration

Section 1: OFFICE ON YOUTH

In addition to the responsibilities set forth in Section 66-35 of the Code of Virginia (1950), as amended, the Office on Youth shall:

- a. Perform an on-going assessment of youth needs and services in order to facilitate Delinquency Prevention and Youth Development Planning and identify youth problems, gaps or duplication in services available to youth in each locality.
- b. Coordinate services and programming as appropriate and as funding allows to meet identified needs and fill service gaps for area youth.

Section 2: STAFF SUPPORT

- a. The Office on Youth shall have at least one (1) paid professional staff known as the Director who possesses significant background and experience and has access to sufficient professional and technical expertise to achieve the goals and objectives decreed by the Youth Commission, the City Councils, and the Board of Supervisors. The Director shall have administrative authority over daily operations of the Office on Youth, including the authority to hire and supervise staff positions.
- b. The Office on Youth shall possess staffing capability to ensure public access to the office.

Article VIII Financial

Section 1: BUDGETS

The Youth Commission shall review and comment on the proposed annual budget.

Section 2: REVIEW OF EXPENDITURES

Office on Youth income and expenditures shall be overseen and monitored through the City of Waynesboro's Auditing Department. Office income and expenditures shall also be reviewed periodically by the Youth Commission.

Section 3: PURCHASING POLICIES

The purchasing policies and procedures of the City of Waynesboro shall govern all purchasing of supplies, materials, equipment, and services.

Article IX Amendments

These by-laws may be amended, replaced, or altered, in whole or in part, by a majority (51 percent) vote of the Board members then appointed and serving at any regular or special meeting of the Youth Commission. Proposed changes shall be in writing and distributed to all members of the Youth Commission. Two (2) readings of the proposed changes will take place before the changes can be voted on for adoption. No such amendment shall be effective until it has been endorsed by the City Managers and County Administrator of the three participating localities, indicating approval by their respective governing bodies.