

Greene County Youth Advisory Board By-laws

ARTICLE I: NAME

SECTION 1. The name of the organization shall be The Greene County Youth Advisory Board.

ARTICLE II: PURPOSE

SECTION 1. The purpose of the Greene County Advisory Youth Board is to develop and recommend policies and procedures that guide the activities of the Youth Bureau in providing opportunities that improve the lives of youth and families in Greene County. The Board is a policy making board responsible for the direction of the Youth Bureau.

ARTICLE III: MEMBERSHIP

SECTION 1. All members of the Greene County Youth Advisory Board are appointed by Greene County Legislature based on recommendations from the Executive Director of the Greene County Department of Human Services, the County Administrator and the Board.

SECTION 2. *Total membership will be between eleven (11) and twenty (20) members. Board membership shall be composed of the following:

1. Representatives from various towns in the County.
2. Up to two Representatives from Greene County Legislature
3. Two (2) Youth 14-21 years of age at the time of their appointment.
4. Representatives from various agencies engaged in youth service.
5. Representatives of such key interests as parents, social agencies, business, youth organizations, industry and labor shall be sought.
6. Representation of minority groups as reflected in the community, will be consistent with the County Equal Opportunity/ Affirmative Action Plan.

If a representative of an organization providing contracted services to the Greene County Department of Human Services is approved by the Greene County Legislature to serve on the Youth Advisory Board, that member is required to abstain from discussion of and voting on all matters pertaining to the youth funding awards. Such a representative is defined as a person in the employ of an organization receiving funding through the Youth Advisory Board.

SECTION 3. Members may serve consecutive annual terms for perpetuity. Appointments for Board membership is made annually for the following calendar year.

SECTION 4. Any member may withdraw from the Youth Board by giving written notice of such intention to the Chairperson. The notice shall be presented to the Youth Advisory Board at the

first meeting after it is received, and a replacement shall be sought. Efforts should be made to secure a replacement within four months of the Board vacancy.

SECTION 5. When a member misses three (3) consecutive Youth Advisory Board meetings without contacting the Youth Board Chairperson, or designated representative, the Board can vote to remove the representative by majority vote if a quorum is present at the meeting. A member can be dismissed for cause with a two thirds (2/3) vote with a quorum present.

ARTICLE IV: MEETINGS

SECTION 1. The Youth Advisory Board shall meet a minimum of two (2) times a year. Generally, six meetings are planned with special consideration given to time frames for funding requests and funding source reporting. The meeting schedule is drafted and distributed in January for the upcoming year. Meetings are generally held in the months of April, May, June, September, October and November.

SECTION 2. Fifty percent (50%) plus one (1) of the seated membership shall constitute a quorum. Meetings can be held with less than 50% of the membership present, but there cannot be voting or specific action decided. Quorum is made up of members in attendance in-person, virtually or on the telephone.

SECTION 3. All regular meetings will be open to the public. People wishing to address the Council must make their request formally through either the Chair or Executive Director. Guests shall be invited at the request of the Chair or Executive Director.

SECTION 4. Executive Sessions may be called by the Chairperson in matters relating to personnel, budget, program planning or confidential discussions pertaining to specific youth served.

SECTION 5. Written and/or email notice of meetings will be provided at least ten (10) days ahead of regular meetings and two (2) business days for special meetings.

SECTION 6. The annual meeting of the Youth Advisory Board for the election of officers shall be held as the last meeting of the year.

SECTION 7. The Chairperson of the Board will conduct business per the agenda. In the absence of the Chair, the Vice Chair, then Vice Chair II, will preside. In absence of the three positions, the Executive Director shall preside over the meeting.

SECTION 8. All meetings shall be conducted in accordance with Roberts' Rules of Order, unless otherwise specified in these bylaws.

SECTION 9. Order of business shall be:

- A) Call to Order
- B) Pledge of Allegiance
- C) Roll Call
- D) Review of Minutes of Previous Meeting- Correction & Approval
- E) Reports of Officers, Youth Bureau, Committees
- F) Executive Director's Report
- G) Old Unfinished Business
- H) New Business
- I) Adjournment

SECTION 10. Questions of priority of business shall be decided by the Chair without debate. This order of business may be altered or suspended at any meeting by the majority vote of the members present.

ARTICLE V: VOTING

SECTION 1. Each formal action of the Board will be embodied in the form of a motion with an accompanying vote or formal resolution. No resolution shall be made at a meeting unless the said resolution has been made on the agenda or has the consent of two thirds (2/3) of members present to move forward.

SECTION 2. Fifty percent (50%) plus one (1) of the seated membership shall constitute a quorum. Meetings can be held with less than 50% of the membership present, but there cannot be voting or specific action decided.

SECTION 3. Voting Rights- Each seated member shall have one (1) vote which can be cast in person, virtually, by email, by regular mail, or by proxy.

SECTION 4. The vote of the majority of the quorum shall be the decision of the Board. Resolutions and outcomes of the votes shall be recorded in the official meeting minutes.

ARTICLE VI: POWERS, DUTIES AND RESPONSIBILITIES OF THE YOUTH BOARD

*** In consultation with the municipal youth bureau, the youth board:**

SECTION 1. Advises the municipal youth bureau on local youth needs and on policies and plans that can promote positive youth development and/or prevent delinquency and youth crime.

SECTION 2. Advocates for youth, for the development of services and strategies that address locally identified youth problems and needs, and for responding to opportunities to address those needs.

SECTION 3. Promotes cooperation and collaboration among employers, labor, schools, religious organizations, recreation and/or youth commissions, service clubs, youth and family

service providers, and other public and private entities to encourage local community participation in planning of youth development programs.

SECTION 4. Reviews and analyzes proposals for the creation or expansion of youth development programs and recommends to the chief executive of the municipality whether to accept or reject such proposals. Review and analyze grants from the State, Federal or County Governments or from private individuals, corporations or associations and establish criteria for allocation of these funds to youth programs. Review funding applications and recommend grant awards.

SECTION 5. In conjunction with the Executive Director and Youth Bureau Staff, assist with the monitoring process for programs awarded funding. Make recommendations for improved programming based on monitoring results.

SECTION 6. Advises the municipality throughout the process of developing the municipality's comprehensive plan for youth development programs. In cooperation with the Department of Human Services, review and analyze plans for the creation or expansion of recreation and youth service projects or other youth programs as defined by the laws of the State of New York and make appropriate recommendations.

ARTICLE VII: OFFICERS

SECTION 1. The Youth Board members shall elect the following officers: Chairperson, Vice Chairperson and Vice Chair II.

1. The Chairperson shall preside at all meetings of the Youth Advisory Board; act as an ex-officio member of all committees; appoint the chairperson of all committees; perform all duties usually pertaining to the office; appoint temporary officers in the absence of elected officers; call special meetings.
2. The Vice Chairperson shall exercise all duties delegated by the Chairperson; preside at meetings in the absence of the Chairperson; succeed to office of Chairperson in the event of death, resignation or termination of the Chairperson for the remainder of the term.
3. The Vice Chairperson II shall exercise all duties delegated by the Chairperson; preside at meetings in the absence of the Chairperson and Vice Chair II shall record meeting notes in Executive Session.

SECTION 2. The Board shall elect officers from its membership for the following year at the last meeting of the year. Nominations shall be reported to the Board at the November meeting. Nominations shall also be accepted from the floor at this meeting provided the person nominated would accept the nomination.

SECTION 3. Officers will serve two (2) year terms or until their successors are elected. The Chair shall be limited to two (2) successive terms, after which there shall be a lapse of at least one (1) year before being eligible to again hold the office of Chair.

SECTION 4. In the event of the vacancy in the office of Chair, the Vice Chair will assume the position of Chair for the term. Should the office of Vice Chairperson or Vice Chair II become vacant, the Chair will appoint a successor with the approval of the Board at the next regular meeting to fill out the expired time of that term of office.

SECTION 5. The Chair, Vice Chair and Vice Chair II constitute the Executive Committee. The Executive Committee may conduct business between meetings of the full Board.

ARTICLE VIII: COMMITTEES

SECTION 1. The Chair, Vice Chair and Vice Chair II constitute the Executive Committee. The Executive Committee may conduct business between meetings of the full Board. Chairpersons of any standing committees can be added to the Executive Committee at the call of the Board Chair.

SECTION 2. Committees will be established on an as needed basis. Members of the committees shall be appointed by the Chairperson of the Youth Advisory Board. Such people may be chosen from the Board membership or from the community at large. Names of the committee members shall be announced at the next meeting of the Youth Advisory Board which follows the appointments.

ARTICLE IX: AMENDMENTS

SECTION 1. These by-laws may be amended, repealed or altered in whole or in part by a two-thirds vote of the voting members present at any duly organized meeting of the Youth Advisory Board.

SECTION 2. The proposed changes must be provided in writing to the full Board prior to the meeting at which a vote is to occur.

SECTION 3. The bylaws and the amendments thereto shall be effective immediately following their adoption.

Amended: 10-8-14
Amended: 11-9-16
Amended: 11-9-22
*Amended: 6-11-25