



Orange County, Virginia

Youth Council Bylaws

September 2023

Statement of Purpose

The purpose of the Orange County Youth Council is to offer communication, education, and information concerning youth and youth-related issues for students in grades 6-12. The Youth Council provides social activities in a safe and positive environment and helps promote leadership through participation in meetings, events, and community-related service projects.

The Youth Council promotes a comprehensive risk avoidance message to the youth for three harmful risk behaviors that are linked: alcohol, drugs, and violence. Youth are capable of making positive choices to avoid these risky behaviors when provided with consistent and sound messages from their peers and trusted adults.

ARTICLE I Membership

Section 1 – Representation

A total of no more than twenty-five (25) members will serve on the Orange County Youth Council. The Youth Council shall seek in its membership a diverse representation reflecting the community. In addition, the Council may have up to five (5) alternate members. The alternates will be allowed to attend meetings and events but will not have a vote. In the event a regular member must step down from the Council for any reason, the alternates will replace said member and have to fulfill all requirements as laid out in these Bylaws.

Section 2 – Membership Qualifications

All members must be a resident of Orange County or attend Orange County Public Schools and be between the grades of 6 to 11. Seniors may serve on the Council provided they were a member in good standing during their Junior year. All members must maintain at least a 2.25 GPA.

Section 3 – Term Limits

Terms on the Council shall be for one (1) year. Members who remain in good standing may be invited back for appointment for the next school year without having to go through the interview process again. Those members that are invited back will need to sign a recommitment letter in order to return.

Section 4 – Application Process

New members of the Orange County Youth Council shall be chosen through an application and interview process. Interested parties shall complete and submit an application form by the designated date. Applications will then be reviewed by a panel consisting of the Director of the Office on Youth, Youth Council Advisor, and two of the Youth Council Officers. Potential candidates will then be interviewed by the same panel. Candidates will then be recommended to the County Administrator for appointment by the Orange County Board of Supervisors.

Section 5 – Appointment of Members

Each member of the Orange County Youth Council must conduct himself or herself in a positive, friendly, and law-abiding manner at all times. Any member found in violation of these rules may be subject to dismissal from the Council.

ARTICLE II Offices

Section 1 – Offices

The Orange County Youth Council shall elect from its membership a Chairperson, Vice Chairperson, and Secretary/Treasurer. The candidate receiving a majority vote of the members is elected.

Section 2 – Officer Duties

The duties of the Officers shall be as follows:

- a. The Chairperson shall preside at the meeting of the Orange County Youth Council and shall be charged with the administration duties of the Youth Council with the assistance from the Director of the Office on Youth and/or the Youth Council Advisor.
 1. To hold the office of Chairperson, the member must have served on the Council for two (2) years and be enrolled in 10th to 12th grade.
- 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.
 1. To hold the office of Vice Chairperson, the member must have served on the Council for two years and be enrolled in 10th to 12th grade.
- c. The Secretary shall determine a quorum for the meeting and report back to the Director of the Office on Youth. The Secretary will conduct the roll at the start of each meeting. The Secretary shall preside at the meetings of the Youth Council and perform the duties and exercise the powers of the Chairperson during the absence of both the Chairperson and the Vice Chairperson, in addition to taking meeting notes.
 1. To hold the office of Secretary, the member must have served on the Council the previous year and be enrolled in 9th to 12th grade.
- d. The Treasurer shall give a monthly financial report at each Youth Council meeting. The Treasurer shall preside at the meetings of the Orange Youth Council and perform the duties and exercise the power of the Chairperson during the absence of the Chairperson, Vice Chairperson, and Secretary.
 1. To hold the office of Treasurer, the member must have served on the Council the previous year and be enrolled in 9th to 12th grade.

Section 3 – Election of Officers

The officers of the Orange County Youth Council shall be elected annually during the last meeting of each school year.

Section 4 – Terms of Officers

The term of offices provided for in Section 1 shall be for one year. Officers may hold their position for more than one term, provided the membership re-elects them to the position.

Section 5 – Vacancies of Officers

Should a vacancy occur in an office on the Youth 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 Youth Council.

ARTICLE III

Meetings

Section 1 – Regular Meetings

Regular meetings of the Youth Council shall be held once a month on the third Tuesday of the month starting at 6:15 p.m., or as otherwise designated. The principal meeting place of the Council shall be the Office on Youth offices in the Sedwick Building (146 N. Madison Road, Orange, VA).

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 Youth Council Advisor and the Office on Youth Director at least 72 hours before the time of the meeting. This request shall include the reason or reasons for requesting the special meeting. The Secretary shall notify every member of the Youth Council via electronic mail or 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 Youth Council shall be open to the public. However, the public must request permission from the Youth Commission to be placed on the agenda for the Youth Council meeting in order to address the group.

Section 4 – Quorum

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

Section 5 – Voting

The affirmative vote of a majority of members present shall be necessary for action on any project or event involving the Youth Council. All votes must be made in person.

Section 6 – Order of Business

The Chairperson of the Youth Council shall, when present, call the members of the Youth Council to order. Before any business transaction, roll of members shall be called and recorded. The names of those present and absent will be entered into the minutes of the meeting.

If a quorum is present, the order of business shall be:

- a) Pledge of Allegiance

- b) Review and Approval of Minutes of the Previous Meeting
- c) Unfinished Business
- d) New Business
- e) Announcements
- f) Adjournment

In the event a quorum is not present, the order of business shall be:

- a) Pledge of Allegiance
- b) Reading of the Minutes of the Previous Meeting (They cannot be approved without a quorum.)
- c) Announcements
- d) Adjournment

Section 7 – Recording of Minutes

The proceedings of the Youth Council shall be recorded by the Secretary. Minutes will be available and distributed to the membership within five (5) days of the meeting. Minutes will be kept on file at the Orange County Office on Youth.

Section 8 – Conduct of Members

No member of the Youth Council shall interfere with the orderly progress of the meeting by leaving his or her seat or engaging in unnecessary conversation.

Section 9 – Attendance

Attendance at regular Youth 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 on Youth prior to the meeting. Any member who fails to appear and answer to his or her name when roll is called at any regular or special meeting shall be marked absent (excused or unexcused). Members are expected to attend at least 60% of all regularly scheduled meetings and Youth Council activities or events combined to remain in good standing. Further, any member who misses three or more consecutive regularly-scheduled meeting or event shall be brought before the Youth Council for possible dismissal. Any member not meeting these requirements shall be subject to dismissal from the Council and shall have to go through the application process to return to the Council the following year.

ARTICLE IV

Reports

Section 1 – Annual Report to the Board of Supervisors

The Chairperson, or his or her designee, shall make a report to the Orange County Board of Supervisors of the activities and business of the Youth Council. The reports will be given during the second meeting of the Board of Supervisors at their January and June meetings.

ARTICLE V

Bylaws and Amendments

Section 1 – Bylaws and Amendments

The Bylaws of the Youth Council shall be reviewed once each year. The Bylaws may be amended at a regular meeting, provided two-thirds of the members of the Youth 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. Changes to the Bylaws must be approved by the Orange County Board of Supervisors in order to take effect.

Reviewed and approved by the Orange County Board of Supervisors at its Regular Meeting held on Tuesday, September 12, 2023.



Theodore L. Voorhees, County Administrator

9/12/2023

Date

Adopted:

June 28, 2011

Updated:

November 16, 2011

November 13, 2013

October 14, 2014

December 15, 2015

September 12, 2023