

**BY-Laws
of the
BOROUGH OF PITMAN YOUTH ADVISORY COUNCIL**

**ARTICLE I
MEMBERSHIP**

Section 1 - Representation

A total of seven (7) voting Youth Advisory Council members and no more than five (5) associate (non-voting) Youth Advisory Council members shall comprise and serve on the Pitman Youth Advisory Council.

Section 2 - Membership Qualifications

All members must live within the boundaries of Pitman Borough and must, at the start of their term, be a high school student. Members shall have at least a 78 average on a hundred point scale.

Section 3 - Term

Terms shall be for one (1) year. Terms begin within the first fifteen (15) days of January and end December 20th. Members may re-apply every year provided they remain within the bounds of the membership qualifications.

Section 4 - Application Process

Members of the Pitman Youth Advisory Council shall be chosen through an application process. Interested parties shall complete a simple application form. The mayor and each member of council shall independently review the applications and rank their top seven candidates. The seven applicants with the highest rank shall become voting members of the Youth Council while next applicants, up to a maximum of five, will become associate members.

Section 5 - Conduct

Each member of the Pitman Youth Advisory Council must conduct themselves in a positive, friendly, and law-abiding manner at all times. There will be drinking alcoholic beverages or using illegal drugs by any member of the Youth Advisory Council. Such behavior will be grounds for dismissal from the Youth Advisory Council. Further, any language or behavior that is deemed racist, prejudiced, obscene, degrading, or harassing in nature will not be tolerated and is grounds for dismissal from the Youth Council.

ARTICLE II OFFICES

Section 1 - Offices

The Council Liaison will serve as temporary chair for purposes of presiding over the election of the Pitman Youth Advisory Council Chairperson. The Pitman Youth Council shall elect from its members a Chairperson, Vice-Chairperson, and Secretary. The candidate receiving a majority vote is elected. This shall take place before January 15th of each year.

Section 2 - Term of Officers

The term of all offices provided for in Section 1 shall be one (1) year, however, all officers shall continue to hold office until their successors are elected. Officers of the Pitman Youth Advisory Council shall be elected at the January meeting.

Section 3 - Officer Duties

The duties of the officers shall be as follows:

- a. The Chairperson shall preside at the meetings of the Pitman Youth Advisory Council and shall be charged with the administration of the affairs of the Youth Advisory Council with the assistance from the Council Liaison.
- 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 conduct the roll call at the start of the meeting and keep minutes of the meeting. In the absence of the Chairperson and Vice Chairperson, the Secretary shall serve as meeting chairperson.

Section 4 - Vacancies of Officers

Should a vacancy occur in an office of the Pitman 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.

Article III MEETINGS

Section 1 - Regular Meetings

Regular meetings of the Pitman Youth Advisory Council shall be held once a month on the fourth Thursday of the month, between the hours of 7:30 and 8:30 PM. The principal meeting place of the Youth Advisory Council shall be Council Chambers inside Pitman Borough 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. One week before convening a meeting of the Youth Advisory Council, the Chairperson of the Youth Advisory Council shall inform the liaison of the subject matter of the meeting. The liaison shall provide the borough administrator a copy of this agenda. The borough administrator shall give public notice of the meeting in accordance with state requirements. The notice shall include posting on the borough's official website

Section 2 - Special Meetings

Special meetings may be called upon the request of the Chairperson. Requests for special meetings shall be sent via electronic mail, or by telephone, to the Council Liaison at least 96 hours (96) hours before the time of the meeting. This request shall include the reason or reasons for requesting the special meeting. The Council Liaison will notify the borough administrator of the meeting as well as all members of the Youth Council. No subjects other than those stated in the notice shall be considered at the special meeting.

Section 3 - Open Meetings

All meetings of the Pitman Youth Advisory Council shall be open to the public.

Section 4 - Quorum

The presence of a majority of the entire membership of the Pitman 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.

Should a quorum of voting members not be present, an associate member or members shall temporarily become a voting member. Their selection will be on a rotating basis starting with the oldest associate member.

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 Pitman Borough 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. Once a quorum is established, the order of the business shall be:

Pledge of allegiance.

Approval of the minutes of the previous meeting.

Unfinished business.

Matters for consideration.
Announcements.
Adjournment.

Section 7 - 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 the Chair of the Pitman Youth Advisory Council as well as the Council Liaison. 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 Pitman Youth Advisory Council who missed three (3) consecutive meetings (excused or unexcused) shall be reported to the Pitman Borough Council.

ARTICLE IV REPORTS

Section 1 - Report to the Pitman Borough Council

The Chairperson or designee shall make a report to the Pitman Borough Council of the activities and business of the Youth Advisory Council at the second Council meeting of each month, excluding December and August.

Section 2 - Annual Report to Pitman Borough Council

The Chairperson or designee shall make a final “State of the Youth” report to Pitman Borough Council at the first meeting in December.

ARTICLE V EXPECTATIONS

Section 1 - Purpose

The purpose of the Pitman Youth Advisory Council is to assure that the ideas of the Borough’s youth reach Council.

Section 2 - service

It is expected that Youth Council members will commit themselves to volunteering for community events throughout the year.

Section 3 - Project

It is expected that the Pitman Youth Council will take on a project that they feel will benefit the Borough, with a focus on its youth.

ARTICLE VI

ROLE OF THE PITMAN BOROUGH COUNCIL

Section 1- Role of Borough Council

The Pitman Borough Council shall receive recommendations from the Youth Advisory Council. The Pitman Borough Council shall provide support assistance to the Pitman Youth Advisory Council to assist them in carrying out their duties. The Borough Council will appoint a Youth Council Liaison as a Youth Council Advisor and communicate upcoming issues to the Pitman Youth Advisory Council so they may respond accordingly.