

# **Bellevue Youth Link Board By-Laws**

*(Updated 5/1/19)*

## **ARTICLE I Purpose**

**The purpose of the Youth Link Board of Directors is to promote diversity, unity and equity for high school youth in Bellevue, representing the youth voice to leadership in our community.** Bellevue Youth Link is a catalyst for responding to the interests and concerns of young people by engaging the entire community. Youth Link Board envisions Bellevue as a city where all young people are involved, valued, respected and listened to; where all youth feel safe and are safe; and where they can have fun. Ultimately, the impact of Youth Link Board is to enhance the quality of life for all members of the community.

## **Article II Board of Directors**

### **Section I Governance**

The Youth Link Board is an advisory Board to the City Manager and has a close working relationship with the Bellevue School Board.

### **Section II Number**

The Board shall consist of a minimum of 6 high school youth members and a maximum of 12 high school youth members (up to age 21) and up to six adult members. Within the youth members, preferred preference will be given for recruiting:

- Two spots for Interlake High School Students
- Two spots for Sammamish High School Students
- Two spots for Bellevue High School Students
- Two spots for Newport High School Students
- Two spots for Big Picture and/or International
- Two spots for Private, Homeschool, or Other learning Communities

### **Section III Selection**

Youth and adult members of the Board shall be identified through an open competitive process. The selection process should reflect the diversity of the community.

During the selection process, all youth candidates will be grouped for evaluation and selection by their identification with the “preferred preference list” (i.e. attends Interlake or attends an alternative school). The criteria for applicants will be as follows:

- High school age youth (up to age 21)
- Able to meet the required obligations for a Youth Link Board member as identified in Article VI
- Prior participation in some form of leadership—the application will specify diverse options of leadership beyond standard academics, sports, school leadership, such as mental health advocacy, participation in a Black Student Union, Latino HEAT, or SOAR, etc.

Grouped applications will be reviewed by staff to ensure qualification. Qualified applicants will then proceed through an interview. After consideration of the recommendations of the Youth Link Board and the Director of Parks & Community Services, the City Manager shall appoint new Board members.

If a sufficient number of youth applicants from a “preferred preference” designation are not available (i.e. no applicants from Bellevue High), then all remaining youth applicants for the entire applicant pool will be grouped together and the available spot will be filled.

For the following recruitment round, a special emphasis by staff and Youth Link Board members will be placed on ensuring that we have involvement and applications from any designation that was absent or lacking in the previous round.

After consideration of the recommendations of the Youth Link Board and the Director of Parks & Community Services, the City Manager shall appoint new Board members.

#### **Section IV Term**

Terms of the youth members shall be two years, September through August, with the possibility of one re-appointment, not to extend beyond the time the youth is in high school. Six adult Board members shall be appointed for a two-year term, with the possibility of one re-appointment for members in good standing.

Terms are to be staggered to ensure continuity of Board activity as maintained by City of Bellevue staff. Each year, six youth appointments and three adult appointments (inclusive of re-appointments) will be made to ensure this continuity.

#### **Section V Officers**

The Co-chairpersons shall consist of one adult and one youth. The terms of the Co-chairpersons shall be one year, and the Co-chairpersons should alternately preside at all board meetings and have the responsibility generally assigned to such officers in conducting the meetings.

The Co-chairperson presiding at a meeting will be considered the Chairperson. It shall be the Chairpersons' duties to see that the transaction of Board business is in accord with the law and these bylaws.

In the absence of the Co-chairpersons, a Chairperson pro tempore shall be elected informally by the members present to conduct the meeting.

In the event of the resignation of a Co-chairperson, the Board shall expeditiously elect a new officer to fill the vacancy. Removal of a Co-chairperson can be accomplished by a two-thirds majority of the entire Board.

#### **Section VI Resignation and Removal**

A Board member may resign giving written notice to the Co-chairs and the Youth Link Board staff; resignation will be effective when accepted by the City Manager. By a two-thirds vote of the entire Board, the Board may recommend removal of a Board member for just cause (attendance concerns are governed by provisions under Article VI Board Member Obligations), subject to approval by the City Manager.

### **Section VII Vacancies**

To fill vacancies before a term is ended, a public recruitment process will take place, with candidates proceeding through the aforementioned selection and appointment process.

### **Section VIII Compensation**

The Board shall receive no monetary compensation for its work.

### **Article III Meetings**

All Board meetings for the purpose of taking official action shall be open to the public. Executive sessions and special meetings may be held.

Regular meetings shall be held at least twice monthly unless a regular meeting is not necessary, in which case, the prior regular meeting shall be adjourned until a time and place to be specified in the order of adjournment.

Each board member will be a part of a working sub-committee which will meet during one of the pre-identified monthly meeting times.

Public notice of meetings or of hearings before the Board shall be provided. Public notice is not needed for sub-committee meetings.

Board meetings shall be held at locations (i.e. high schools, community centers, City Hall) throughout the community so that youth from various neighborhoods can have easy access and be included.

### **Article IV Decision Making**

A quorum shall consist of not less than 50% of members, with a minimum representation of 50% of youth members and 50% of adult members. Action shall be by a majority vote of the members present and constituting a quorum. The Chairperson may vote on any question and shall vote in the event of a tie vote. A member present may abstain from voting for cause. If the Chairperson votes and a tie exists, the Board has not taken action. Proxy votes are not allowed. If any trustee is present for the relevant Board discussion but must leave prior to voting, that trustee may give his/her vote to the Chair as they leave.

Testimony from persons supporting or protesting proposed actions shall be addressed to the Board. Statements shall be limited to three persons on each side of an issue and three minutes in length unless the Chairperson or a majority of the members present should decide otherwise. All meetings of the Youth Link Board shall generally be governed by the parliamentary rules and usages contained in the current edition of "Robert's Rules of Order" provided that a provision of these by-laws does not already control.

The Board may devote part or all of its meeting to an informational study session during which no comments from the audience will be permitted, unless the Chairperson or a majority of Board members should decide otherwise.

### **Article V Agenda**

Youth Link staff will take the lead in preparing the agenda, with input from the Co-chairpersons and Board members. All Board members are encouraged to submit agenda items. Copies of the agenda will be available to all Board members at least two days prior to a regular meeting date and will indicate whether the Board intends to take formal action on a particular matter.

### **Article VI Board Member Obligations**

Attendance at all regular, subcommittee, and special meetings is expected of all Board members. Any member anticipating absence from an official meeting should notify the Co-chairpersons and the Board support staff at least 24 hours prior to the meeting, unless the cancellation is due to an unexpected illness or emergency; in such case, the board member will notify the Co-chair and Board support staff as soon as possible. Following this communication timeline qualifies an absence as excused. Failure to communicate appropriately about an absence will result in an unexcused absence. Three unexcused absences, within a Board calendar year, will result in a recommendation for removal from Board. Board removal can only be done by the City Manager. In addition, Board members must be in attendance to at least 75% of all meetings in order to remain in good standing. If a Board member misses a number of meetings that will account for more than 25% of all anticipated meetings for the Board calendar year, it will result in a recommendation for removal from Board. Board removal can only be done by the City Manager. Process for removal of a member for reasons other than attendance is outlined under Article II Section VI.

Board Members are also expected to act as liaisons to the community outside of meetings. This includes, but is not limited to the following:

- Outreach to diverse youth in the community to gain understanding and perspective on challenges facing youth in the community.
- Outreach to diverse youth in the community to encourage their participation with the Youth Link Board via attendance at meetings and/or applying to be a board member.
- Responding to requests made for board member involvement in activities and tasks
- Following through on commitments

A failure to fulfill any portion of these obligations will result in a recommendation for removal from the Board. Board removal can only be done by the City Manager.

### **Article VII Reports to the Community**

Attendance by liaisons from other Councils and Boards is encouraged.

The Board shall annually report to the community on its accomplishments and its progress on all purposed and tasks within its authority, through the City Council.

### **Article VIII Records**

The Agenda, the minutes of the Board, the file of any agenda item and these by-laws are the official records of the Board. Records shall be available through the City of Bellevue for public review during regular business hours.

**Article IX Amendments**

These by-laws may be amended, added to, or repealed by the entire Board at any regular meeting or any special meeting provided notice of such changes is included on the agenda and the vote to change takes place at the next regular meeting. These amendments will not be valid unless two-thirds of the Board vote in favor of amending the by-laws, with a balanced representation of youth and adults among the voting members. All changes are subject to the approval of the City Manager, and the City Manager may unilaterally make changes to by-laws or any aspect of the program.

**Article X Nondiscrimination**

Youth Link shall not discriminate on the basis of race, religion, nationality, sexual orientation, abilities, or age in its membership or services. Youth Link, however, encourages the involvement of under-represented populations.