



TOWN OF PELHAM  
MAYOR'S YOUTH ADVISORY COUNCIL  
~ CONSTITUTION & BY-LAWS ~

**MISSION**

It is the mission of this Council to provide a communication link between the Youth of Pelham and Town Council. The needs of Youth may be addressed and action can be taken to enrich the quality of life, health and well-being of the Youth in our Community.

*Article 1: **Name***

This organization will be known as the Mayor's Youth Advisory Council herein after referred to as MYAC.

*Article 2: **Objectives***

- To identify and bring forward issues which will have an impact on Pelham Youth.
- To keep Town Council informed of important matters affecting Youth.
- To act as a positive advocate for Youth.
- To promote positive meaningful activities for Youth in partnership with the Community.
- To actively seek input from Youth on important matters.
- To provide leadership experience for Youth.

*Article 3: **Membership***

The Mayor's Youth Advisory Council shall be made up of youth, one from each grade and each school that serves Pelham, if possible. It is recommended that one member from each high school should be a member of their High School Student Council. The Youth must also live in or attend school in the Town of Pelham. Town staff will serve as facilitators and be non-voting members. The Mayor will be an ex-officio member of the Council. Other Community Agencies are welcome and would be non-voting members.

*Article 4: **Appointment to the Mayor's Youth Advisory Council***

Youth will be appointed by the Mayor. The term of office is for one year and may be extended, on appointment by the Mayor. New Council Member Applications will be received in September of each year.

MYAC may request the Mayor to appoint new members at any time to replace those who resign.

## Article 5: ***Elected Officials***

### Section 1:

#### **Executive Members:**

Executive Members may form an Executive Committee to help coordinate MYAC and only to make recommendations to the full MYAC membership for consideration and ratification.

- Prime Minister
- Deputy Prime Minister
- Secretary
- Communication Minister
- Promotions Officer

#### **School Liaisons:**

One primary liaison for each elementary and secondary school represented on MYAC;

#### **Ex-officio Members (non voting rights)**

There will be ex-officio members of the MYAC that will act as consultants to the Council.

The Ex-officio members may include:

- Mayor of the Town of Pelham;
- Town Staff;
- Representatives from Pelham Service Clubs, Sports Associations, and / or Charities.

### Section 2: **Duties of the Executive Members**

#### ***Prime Minister***

The Prime Minister will:

- Chair all meetings of the Mayor's Youth Advisory Council.
- Prepare all agendas for the Council meetings with the assistance of Town Staff.
- Motivate individual members and recognize each member's contribution to the Council.
- Delegate appropriate tasks to individual Council members.
- Network with student councils and other youth organizations.
- Make presentations to Town Council.
- Represent the Mayor's Youth Advisory Council at any social functions or other meeting where the Mayor's Youth Advisory Council attendance is required.
- Call additional meetings in consultation with Town staff when deemed necessary.
- Lead workshops/public meetings, as required.

### ***Deputy Prime Minister***

The Deputy Prime Minister will:

- Assume the duties of the Prime Minister in his/her absence.
- Carry out any duties assigned by the Prime Minister.

### ***Secretary***

The Secretary will:

- Take minutes for all Council meetings and email to designated Town staff.
- Ensure Council meeting summaries are clear and concise. Motions must be recorded.
- Responsible for the official correspondence of the Council.
- Prepare and submit articles to local newspapers and update with the use of social media.

### ***Communications Minister***

The Communications Minister will:

- Record names, addresses, email addresses and phone numbers of Council members.
- Contact all Council members for upcoming Council meetings.
- Contact all Council members for upcoming events/special projects.
- Ensure all Council members are aware of Town Council presentations by the Mayor's Youth Advisory Council.

### ***Promotional Officer***

The Promotional Officer will:

- Positively promote MYAC activities and objectives;
- Encourage Pelham youth to participate and join MYAC events and endeavours;
- Manage MYAC social media accounts;
- Stay up-to-date and informed of all upcoming events and meetings in order to relay information to non-members.
- Create all posters, flyers and advertisements for upcoming special events as required by MYAC.

## **Section 3: Responsibilities of School Liaison**

The School Liaison will:

- Serve as the communication link between their school and MYAC;
- Inform student council or other appropriate authority (ie: Principal) about MYAC and MYAC activities and events;
- Report to MYAC about significant school events, activities, and initiatives;

## Section 4: **Responsibilities of Council Members**

### **Council Members**

Council Members are responsible:

- To attend meetings. Three un-notified absences allowed per term.
- To play an integral role to the Council by contributing to projects/special events coordinated by the Youth Council.
- Each Council member will be encouraged to actively participate as a member on the Council.
- Members must notify the Prime Minister, Executive member or Town staff, to inform of their absence from a meeting if they are unable to attend a meeting.
- To serve on various Town Committees and actively formally represent youth.
- To propose to the Mayor's Youth Advisory Council projects and plans designed to assist in the fulfillment of the purposes of the Mayor's Youth Advisory Council.

### **Article 6: Election Procedure**

The officers will be elected by ballot at the first meeting of the term. Their term of office will begin at the adjournment of the first meeting in September and continue until the completion of the final meeting in June of the following year, or until completion of any special events being executed during the months of July and/or August (see Article 7). Nominations for positions will be accepted from the floor.

### **Article 7: Procedures and Protocol**

#### **A) Decision Making**

The Council will approve by motion those matters it wishes to advise Town Council.

A resolution of the Council will be adopted on a motion, carried by simple majority vote. A quorum will be required. A quorum consists of a minimum 50% + 1 of the voting members of the Council.

#### **B) Meetings**

- i) Meetings of the Council will normally be held on the 4<sup>th</sup> Tuesday of each month at 4:00 p.m. or at the call of the Prime Minister.
- ii) Meetings will generally be held at the Town Municipal Offices Council Chambers.
- iii) Meetings will generally be open to the public.

**Article 8: Council Projects/Special Events**

Based on the mandate and purpose, the Council will establish its priorities at the beginning of each term and develop a work program with which to focus its attention. Additionally, the Council may address items referred to it by others.

The Council may consider matters that members deem to be of importance and within the Council's responsibilities. The Council will also consider matters referred to it by Town Council. Additionally, the Council may also consider matters identified by Youth in the Community. Such matters should be identified and explained in writing, addressed to the Prime Minister. The Council will consult with Town staff on all projects.

**Article 9: Amending Procedure**

These by-laws should be reviewed on an annual basis. The Council may recommend revisions which will require approval by Town Council.

Recommended by MYAC Executive, 6 December 2016  
Approved by Mayor's Youth Advisory Council, 20 December 2016  
Approved by Pelham Town Council, 9 January 2017