



OFFICIAL BY-LAWS OF THE NEWNAN YOUTH ACTIVITIES COMMISSION

ARTICLE I • **NAME**

The name of this Commission shall be the “City of Newnan Youth Activities Commission”, or for the purposes of this document, hereinafter referred to as the “Commission”.

ARTICLE II • **PURPOSE**

The purpose of the Commission, based on the expressed need for youth programs, activities, events, continuing education, and youth involvement in community and governmental activities within the City, is:

1. To plan for the creation of a Newnan Youth Council, hereinafter referred to as the Youth Council.
2. To create a climate of public awareness and responsibility for meeting the needs and concerns of the City’s youth.
3. To assist the citizens and youth in the City to understand effective communication, appreciate differences within the City’s youth, and be involved with community issues.
4. To promote youth involvement in government and civic duties to become productive citizens in the future.
5. To provide the means by which the City’s youth can be heard from and included in government.
6. To plan, sponsor, and coordinate appropriate youth programs, activities, and events in the City of Newnan.

ARTICLE III • **FUNCTION, POWERS, AND DUTIES**

The Commission shall have all the powers, duties and responsibilities as directed by the City Council, as contained in the Code of Ordinances for the City of Newnan. Those powers, duties and responsibilities deemed necessary by the City Council shall include:

1. To establish a “Newnan Youth Council”, which shall serve as a forum to assist the Commission in determining the needs and concerns of the youth of the City; to expose and educate the City’s youth to the operations of their local government; and to assist the City’s youth in dealing with issues affecting the City’s youth including, but not limited to gangs, youth, racism, alcohol abuse, teenage pregnancy, recreation, jobs and education involving the City’s youth in the creation of a better city, county, state, and nation in which to live and raise families in the century ahead.
2. To develop plans, to sponsor and to coordinate with other organizations appropriate youth programs, activities, and events in the City of Newnan and to present such plans as a recommendation to the Mayor and City Council as often as may be necessary to insure orderly development of a plan for planning, sponsoring, and coordinating youth programs, activities, and events with the assistance of the Youth Council in the City of Newnan.
3. To assist and coordinate its activities with City staff, other organizations, and the public to insure a successful youth program in the City of Newnan.
4. To elicit volunteer assistance from other members of the residential and business community to accomplish its duties and responsibilities.
5. The Commission shall be authorized to accept and collect funds from outside sources including individuals, validly organized 501(c)(3), 501(c)(6), or other tax exempt entities to provide a vehicle for non-taxable contributions to youth programs, activities, and events in the City of Newnan.
6. A majority of members of the Commission shall constitute a quorum for the purpose of conducting the business of the Commission.

ARTICLE IV • MEMBERSHIP

1. Appointment Terms:

The Commission shall consist of fourteen (14) members who shall be residents of the City of Newnan or Coweta County and appointed by the City Council. The terms of the members shall be for three (3) years. All terms shall expire on the 30th day of April of the expiration year.

2. Removal of Membership:

Failure of any regular member, without an excused absence, to attend a minimum of seventy-five (75) percent of all meetings and workshops of the Commission during any calendar year or at least three (3) consecutive scheduled meetings or both shall result in automatic removal from membership on the Commission.

The Commission, upon majority vote of the membership, shall have the authority to request City Council to remove any member for cause, on written charges, which shall be heard at a public hearing should the member in question so request such a hearing.

3. Compensation of Members:

All members shall serve without compensation, but may be reimbursed for actual expenses incurred in connection with their official duties.

4. Vacancies in Membership:

Any vacancy in membership shall be filled by appointment of City Council for the unexpired portion of the term of the member affected and shall follow the procedures for this purpose as established by City Council.

It shall be the duty of the chairman of the Commission to notify the City Council within ten (10) days after any vacancy does occur among members.

ARTICLE V • OFFICERS

1. Election of Officers:

The Commission shall elect a Chair, a Vice-Chair, and a Secretary from its members during the first meeting of the new year. The term of the officers shall be one (1) year from the date of election and shall be effective immediately upon such vote. Voting shall take place in one of the following methods: voice, show of hands, balloting, or roll call. Method of voting shall be declared by a vote of the membership prior to the nomination of officers.

2. Vacancy of Officers:

A vacancy occurring in the office of Vice-Chair shall be filled by appointment by the Chair, subject to ratification of the Commission. A vacancy occurring in the office of Chair shall result in the Vice-Chair being moved into the position of Chair and having the responsibilities of appointing a Vice-Chair for his/her replacement, subject to ratification of the Commission.

3. Duties of Officers:

The Chair shall preside at all meetings of the Commission and shall perform his/her duties as described by proper parliamentary procedure. Under parliamentary procedure, the chairman's general duties are: to open and call the meeting to order; to announce the business to be conducted; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved or necessarily rise in the course of proceedings and to announce the result of the vote; to speed the proceedings as much as possible; to require order and sincerity in meetings; to inform the group present to a point of order or a practice or policy pertinent to pending business; and to authenticate, by his/her signature when necessary, all acts, orders and proceedings of the Commission.

The Vice-Chair of the Commission shall assist the Chair in the work of the Commission; in the absence of the Chair, he/she shall perform all duties of that office.

The Secretary of the Commission shall keep all minutes of the meetings and provide a copy of minutes at the next scheduled meeting.

ARTICLE VII • *MEETINGS AND RULES*

1. **Regular Meetings:**
Regular Commission meetings shall be held on the second Tuesday of each month at 12:00 noon. A simple majority of the Commission may change the meeting place and time.
2. **Special Meetings:**
Special meetings may be held at the call of the chairman or at other such times as the commission may determine. Special meetings shall be held with at least twenty-four (24) hours notice to each member and to the public.
3. **Quorum:**
Eight (8) members of the Commission shall constitute a quorum for the transaction of business.
4. **Order of Business:**
The order of business at meetings shall be as follows unless so modified by the Commission by a show of hands:
 - i. Convene
 - ii. Roll call
 - iii. Review and approval of minutes
 - iv. New business
 - v. Old business
 - vi. Other business and comments by members or staff
 - vii. Adjourn
5. **Minutes and Other Records:**
The Commission shall direct the secretary for the Commission to keep records of its proceedings, showing the vote of each member (including the chairman and vice-chairman) or if absent or failing to vote, indicating such fact and to record the attendance of members.
6. **Voting:**
All regular members of the Commission shall be entitled to vote on matters before the Commission. On all items before the commission, a majority vote of those present and constituting a quorum shall prevail.
7. **Conflicts of Interest:**
Any member of the Commission having a personal or financial interest in the outcome of any question before the body shall disclose the nature of the interest and shall disqualify themselves from voting on the question, and shall not be counted toward the purpose of a quorum.
8. **Open Meeting Requirement:**
All meetings of the Commission shall be open to the public and shall meet all of the requirements of the "Open and Public Meetings Act", O.C.G.A. §50-14-1 through §50-14-6.

ARTICLE VIII • AMENDMENTS

These by-laws may be amended upon majority vote of the entire membership of the Commission.

ADOPTED ON: _____

BY: _____

CHAIRPERSON



OFFICIAL BY-LAWS OF THE NEWNAN YOUTH COUNCIL

ARTICLE I • **NAME**

The name of this Youth Council shall be the “Newnan Youth Council”, or for the purposes of this document, hereinafter referred to as the “Youth Council”.

ARTICLE II • **PURPOSE**

The purpose of the Youth Council is to provide a means for the high school youth of Newnan and Coweta County to learn about government, participate in the process, and to represent and articulate the needs of the community’s youth. The overall purpose, based on the expressed need for youth programs, activities, events, continuing education, and youth involvement in community and governmental activities with in the City of Newnan, is:

1. To build leadership experience and civic responsibility that will benefit each member’s academic record and enhance their competitiveness in higher educational endeavors.
2. To create a climate of public awareness and responsibility for meeting the needs and concerns of the City’s youth.
3. To assist the citizens and youth in the City to understand effective communication, appreciate differences within the City’s youth, and be involved with community issues.
4. To promote youth involvement in government and civic duties to become productive citizens in the future.
5. To provide the means by which the City’s youth can be heard from and included in government.
6. To plan, sponsor, and coordinate appropriate youth programs, activities, and events in the City of Newnan.

ARTICLE III • **FUNCTION, POWERS, AND DUTIES**

The Youth Council shall have all the powers, duties and responsibilities as directed by the Newnan Youth Activities Commission, which has been appointed by Newnan City Council and directed as contained in the Code of Ordinances for the City of Newnan. Those powers, duties and responsibilities deemed necessary by the Youth Activities Commission shall include:

1. To serve as a forum to assist the Youth Activities Commission in determining the needs and concerns of the youth of the City; to expose and educate the City's youth to the operations of their local government; and to assist the City's youth in dealing with issues affecting the City's youth including, but not limited to gangs, youth, racism, alcohol abuse, teenage pregnancy, recreation, jobs and education involving the City's youth in the creation of a better city, county, state, and nation in which to live and raise families in the century ahead.
2. To develop plans, to sponsor and to coordinate with other organizations, appropriate youth programs, activities, and events in the City of Newnan and to present such plans as a recommendation to the Youth Activities Commission as often as may be necessary to insure orderly development of a plan for planning, sponsoring, and coordinating youth programs, activities, and events in the City of Newnan.
3. To assist and coordinate its activities with the Youth Activities Commission to insure a successful youth program in the City of Newnan.

ARTICLE IV ● **MEMBERSHIP**

1. Eligibility:

The Youth Council shall consist of representatives from:

- a) Newnan High School,
- b) East Coweta High School,
- c) Northgate High School,
- d) Any other local private school or home school student.

To be eligible, all Youth Council members must:

- a) Be presently enrolled in high school,
- b) Be academically eligible to participate in their school's sports and extra curricular activities,
- c) Be free of any serious disciplinary infractions within the last six (6) months,
- d) Be able to think critically and articulate thoughts and ideas,
- e) Have an interest in learning about government and how it functions.
- f) Have parental or guardian permission and support,
- g) Possess potential leadership skills.

2. Appointment Terms:

The Youth Council shall consist of approximately fifty (50) members who shall be a combination of rising high school sophomores, juniors, and seniors and appointed by the Youth Activities Commission. The appointed members shall be in good academic standing as defined by the applicable school officials and have a strong desire to learn more about local government. The terms of the members shall be for one (1) year. Each member is eligible and may request to serve for more than one (1) year depending on existing appointment criteria and his/her past service, including attendance records. All terms shall expire on the 1st day of June of the expiration year.

3. Removal of Membership:

Each member is expected to attend all regularly scheduled and special meetings. Members who are unable to attend must notify the Secretary. Failure of any regular member, without an

excused absence, to attend a minimum of seventy-five (75) percent of all meetings and workshops of the Youth Council during any calendar year or at least three (3) consecutive scheduled meetings or both shall result in automatic removal from membership on the Youth Council.

The Youth Council, upon majority vote of the membership, shall have the authority to request the Youth Activities Commission to remove any member for cause, on written charges, which shall be heard at a public hearing should the member in question so request such a hearing.

Any member may be immediately removed, with written notice, for behavior that, in the opinion of the Youth Activities Commission, is not consistent with the values or intent of the Youth Council. Such behavior includes, but is not limited to: pregnancy, fatherhood, arrest, conviction, failed classes, or poor attitude.

4. Vacancies in Membership:

Any vacancy in membership shall be filled by appointment from the Youth Activities Commission for the unexpired portion of the term of the member affected and shall follow the procedures for this purpose as established by the Youth Activities Commission.

It shall be the duty of the chair of the Youth Council to notify the chair of the Youth Activities Commission within ten (10) days after any vacancy does occur among members.

ARTICLE V • OFFICERS

1. Election of Officers:

The Youth Council shall elect a Chair, a Vice-Chair, a Secretary, a Treasurer, a Parliamentarian, an Historian, and four (4) Executive Board Members, one from each of the three (3) area high schools and one (1) from the private schools, from its membership during the first meeting of each new school year term. The term of the officers shall be one (1) year from the date of election and shall be effective immediately upon such vote. Voting shall take place in one of the following methods: voice, show of hands, balloting, or roll call. Method of voting shall be declared by a vote of the membership prior to the nomination of officers.

2. Vacancy of Officers:

A vacancy occurring in the office of vice-chair shall be filled by appointment by the chair, subject to ratification of the Youth Council. A vacancy occurring in the office of chair shall result in the vice-chair being moved into the position of chair and having the responsibilities of appointing a vice-chair for his/her replacement, subject to ratification of the Youth Council.

3. Duties of Officers:

The Chair of the Youth Council shall preside at all meetings and shall perform his/her duties as described by proper parliamentary procedure. Under parliamentary procedure, the chair's general duties are: to open and call the meeting to order; to announce the business to be conducted; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved or necessarily rise in the course of proceedings and to announce the result of the vote; to speed the proceedings as much as possible; to require order and sincerity in meetings; to inform the group present to a point of order or a practice or policy pertinent to pending business; and to authenticate, by his/her signature when necessary, all acts, orders and

proceedings of the Youth Council. Other responsibilities include, but are not limited to: developing meeting agendas with other officers and the Chair of the Newnan Youth Activities Commission; establish, in conjunction with other members and the Youth Activities Commission, the annual platform on topics critical to the well being of the Youth Council; speak on behalf of the Youth Council at City Council, Youth Activities Commission, and Board of Education meetings; assist in community service projects and special events; and serve on select Youth Council committees.

The Vice-Chair of the Youth Council shall assist the Chair in the work of the Youth Council; in the absence of the Chair, he/she shall perform all duties of that office; in the absence of the Secretary, he/she will perform all duties of that office; assist with meeting coordination; assist with development of master calendar; assist in community service projects and special events; and serve on select Youth Council committees.

The Secretary of the Youth Council shall keep all minutes of the meetings and provide a copy of minutes at the next scheduled meeting. The minutes need not be verbatim, but instead indicate those in attendance, a synopsis of the discussion, and any action taken on Youth Council related agenda items. The Secretary shall maintain membership status for all members; assist in community service projects and special events; and serve on select Youth Council committees.

The Treasurer of the Youth Council shall keep a detailed financial record of the Youth Council's funding sources, fundraising efforts, income, expenses, and purchases. He/she is responsible for the management of the Youth Council's finances; assist in community service projects and special events; and serve on select Youth Council committees.

The Parliamentarian of the Youth Council shall assist the Youth Council in resolving questions of parliamentary procedure using Robert's Rules of Order as a guide; assist in community service projects and special events; and serve on select Youth Council committees.

The Historian of the Youth Council shall work closely with the Secretary to maintain records of Youth Council meetings, events, and activities. He/she shall keep track of the historical record of the Youth Council; take pictures and collect materials for all Youth Council meetings and events; maintain Youth Council scrapbook; photo album and assist in community service projects and special events; and serve on select Youth Council committees.

The Executive Board Members shall attend and vote at all Youth Council meetings; serve as a communication liaison between their high school and the Youth Council; assist in community service projects and special events; and serve on select Youth Council committees.

The Regular Board Members shall attend and vote at all Youth Council meetings; assist in community service projects and special events; and serve on select Youth Council committees.

ARTICLE VII • MEETINGS AND RULES

1. Regular Meetings:

Regular Youth Council meetings shall be held on the third Tuesday of each month at 6:30 PM. A simple majority of the Youth Council may change the meeting place and time.

2. Special Meetings:

Special meetings may be held at the call of the chair or at other such times as the Youth Council may determine. Special meetings shall be held within at least twenty-four (24) hours notice to each member.

3. Order of Business:

The order of business at meetings shall be as follows unless so modified by the Youth Council by a show of hands:

- i. Convene
- ii. Roll call
- iii. Review and approval of minutes
- iv. New business
- v. Old business
- vi. Other business and comments by members or staff
- vii. Adjourn

4. Minutes and Other Records:

The Youth Council shall direct the secretary for the Youth Council to keep records of its proceedings, showing the vote of each member (including the chair and vice-chair) or if absent or failing to vote, indicating such fact and to record the attendance of members.

6. Voting:

All regular members of the Youth Council shall be entitled to vote on matters before the Youth Council. On all items before the Youth Council, a majority vote of those present and constituting a quorum shall prevail.

7. Conflicts of Interest:

Any member of the Youth Council having a personal or financial interest in the outcome of any question before the body shall disclose the nature of the interest and shall disqualify themselves from voting on the question, and shall not be counted toward the purpose of a quorum.

ARTICLE VIII • AMENDMENTS

These by-laws may be amended upon majority vote of the entire membership of the Youth Council.

ADOPTED ON: _____

BY: _____

CHAIRPERSON