



CARRBORO YOUTH COUNCIL
BYLAWS AND POLICIES

General Business Meetings:

- General Business Meetings are held once a month, on the third Wednesday of the month, at 7pm. Youth Council operates on a school-year schedule, with the full Youth Council year considered from August to the following June.
- These meetings are for all members.
- General Meetings are where brainstorming happens, where decisions are made, and where we plan all of our activities and events!
- Members *must* contact the President or Supervisor at least 24 hours before the meeting if they will need to be absent (excluding emergencies or other unforeseen circumstances). If a member fails to properly notify the President, Supervisor, or appropriate volunteer coordinator for two consecutive meetings/events, then they are required to fulfill the amount of time they missed through another means (if a member was absent for a total of three hours without informing anyone, they must volunteer or otherwise be an active member for an additional three hours, on top of the required fifteen hours of service).
- Conduct during meetings:
 - Dress code – come as you are
 - Limit cell phone use
 - Be polite and respectful of everyone
 - Be prepared to review your calendar for available dates

The Executive Committee and Committee Meetings:

- Executive Committee Meetings are held once a month, on the second Wednesday of the month, at 7pm.
- These meetings are for the four Executive Committee Members: the President, Vice President, Secretary, and Treasurer.
- Executive Committee Meetings are where preparations for the General Meeting are made – Executive Committee Members discuss upcoming events and commitments, and plan the agenda for the General Meeting. Executive Committee Members also make important Youth Council decisions at these meetings. Conduct for General Meetings also applies to Executive Committee Meetings.
- Executive Committee Members uphold important responsibilities as the leaders of the Youth Council. They are expected to lead meetings, go above and beyond when volunteering, be present consistently at meetings, be effective communicators, and overall be strong, active Youth Council participants.
- Roles of each Executive Committee Member:
 - The President is responsible for overseeing General and Executive Committee Meetings, communicating effectively and frequently with the Council, and spearheading the planning of events, agendas, and other activities. The role of the President is limited to

high school Juniors and Seniors who have been active within the Youth Council for at least a year. The President also serves as the Youth Council representative on the Town of Carrboro Recreation Advisory Board, which meets on the first Monday of every month.

- The Vice President is responsible for working alongside the President, making decisions, planning, and creating agendas. The Vice President is also responsible for fulfilling the role of any other Committee member in their absence. The role of the Vice President is limited to members who have been active within the Council for at least a year. The Vice President serves as the Youth Council representative on the Town of Carrboro Recreation Advisory Board in the absence of the President.
- The Secretary is responsible for taking minutes during each monthly Executive Committee and General Meeting, along with sending those minutes to the Council through email and uploading them to the GoogleDrive within a few days of the meeting.
- The Treasurer is responsible for assisting the supervisor in making Youth Council purchases, and reporting upcoming volunteer information to the Council during meetings.

Executive Committee Elections:

- Elections for the Executive Committee occur yearly, during the second (September) meeting of the YC year.
- Elections are in-person and ballot style.
- Elected officials are tenured until the start of the next school year when elections take place in September.
- All members wishing to run must notify the supervisor no less than two weeks before the election meeting. All candidates must also submit a short paragraph describing themselves and why they would like to be an Executive Committee member, to be printed on the ballot.
- During the meeting, all candidates will read their paragraph to the group, and each member completes a ballot. Responsibilities of each committee member are also reviewed.
- There is only one elected official per position. The role of President is reserved for high school Juniors and Seniors who have been active within the Council for at least one year. Those running for Vice President must also have been active within the Council for at least one year prior to their election.
- All candidates running for office (including new members) must have been present at the first (August) meeting of the year.
- Candidates may run for as many positions as they wish, as long as they fulfill the necessary requirements of each position they are running for. If a candidate in this situation is elected to two or more positions, they are elected to the position for which they won the most votes, and their name is removed from all other ballots. If they have received the same number of votes for two or more positions, they are elected to the highest of the positions and their name is removed from all other ballots.
- Election results are released within two days of the election.
- In the case of a tie, a runoff election is held over email, with all members emailing their votes to the supervisor.
- If an Executive Committee member is not able to complete their entire one year tenure, then the runner up of that position is elected. If there is a tie for runner up position, there will be a run-off election over email, with all members emailing their votes to the supervisor.

Volunteering Requirements and Standards of Conduct:

- All members are required to complete *at least* fifteen hours of service for the Carrboro Recreation and Parks Department each year.
- Standards of Conduct for Volunteering:
 - Be engaged! Limit cell phone use to an absolute minimum.
 - Be punctual, and stay for the entire event. Sign in with the volunteer coordinator when you arrive, and sign out when you leave.
 - Wear your volunteer t-shirt!
 - Ask questions when you need to, and be ready to help with whatever is required of you (Members will not be assigned work that they are not trained for, comfortable with or willing to perform.).
 - Do not smoke or engage in the use of drugs or alcohol.
 - Treat visitors and staff in a pleasant and professional manner.
 - Direct all complaints, and any question you cannot answer, to Recreation & Park staff.
 - Obey all event and park rules, regulations, and ordinances.
 - Do not accept any gifts or gratuities.
 - Positively represent the Youth Council!
 - If you are unable to keep the agreed schedule for a volunteer event, inform the volunteer coordinator as soon as possible.
 - Tips for working with children when volunteering:
 - Tell them your name
 - Be friendly and positive – smile!
 - Ask them questions about themselves
 - Always be kind and patient