



## BY-LAWS

1. **NAME OF ORGANIZATION**

Meriden Youth Advisory Board

2. **MISSION**

To mobilize youth and community partners to create a safe, healthy and drug-free environment where youth and families thrive.

3. **PURPOSE**

To advise the City of Meriden Youth Services Division regarding policies and programs as they relate to youth and families in the City of Meriden. (“Youth” shall mean any person from birth to eighteen years of age.)

4. **GOALS**

- a. To work collaboratively to increase community awareness of youth and family issues among students, parents, teachers, and other service providers, as well as in the community with a special focus on prevention and youth development.
- b. To act as an advocate for children, youth and families.
- c. To promote youth to participate in quality Meriden positive youth development programs.

5. **MEMBERSHIP**

As a subcommittee of the Meriden Healthy Youth Coalition the Youth Advisory Board shall be comprised of representatives from public agencies with statutory responsibility for youth and private sector organizations representing community social institutions. These representatives shall include a representative from Meriden Health/Human Services, Juvenile Court-CSSD, Meriden Public Schools, Meriden Police Department, Meriden YMCA, the Meriden Boys and Girls Club, the NAACP, the Clergy Association, the Meriden Public Library, Rushford and Girls, Inc. Representatives from public and private service organizations and one consumer may not exceed two-thirds of the total membership.

Consumer shall mean any citizen who receives less than fifty percent of his or her wages or livelihood by delivering services to youth and their families, and who manifests an interest in youth services. These representatives shall include at least one member currently under 21 years of age. Others may include representatives from parent groups, churches, senior groups, local businesses, community groups and organizations, and other concerned citizens.

If any member fails to attend three unexcused monthly meetings, the member will be contacted to determine whether they wish to remain on the board or whether they desire a replacement to represent their particular agency.

All vacancies will be filled on the recommendation of the board to the City Manager for approval.

## **6. OFFICERS**

The officers shall consist of an adult and youth chairperson and vice-chairperson. There will be a recording secretary.

The chairpersons and vice-chairpersons will be voted by the Meriden Youth Advisory Board and the Meriden Healthy Youth Coalition.

The chairperson shall preside at meetings and act as an official spokesperson for the board, and act as a liaison between the board and officials, as well as other agencies of Meriden. The vice-chairperson shall serve in the absence of a chairperson.

Officers shall be voted in at the annual meeting each year. Officers shall serve a renewable one-year term.

## **7. MEETINGS**

The board will meet monthly (meeting a minimum of three times a year) according to a predetermined schedule. Other meetings may be called by the chairperson or at the request of a minimum of five board members.

A quorum shall be fifty-one percent of the appointed representatives present.

## **8. NOMINATING COMMITTEE**

The chairperson of the nominating committee will be appointed by the chairperson of the board two months prior to the annual meeting. The nominating committee will be comprised of three board members and must include both agency and community representatives.

The nominating committee will prepare a slate of officers to be presented to the board of approval at the June meeting including chairpersons, vice-chairpersons, two executive committee persons from the general membership, and a youth committee youth co-chair.

## **9. AMENDMENT OF BY-LAWS**

Once a year the by-laws will be reviewed by board members. Copies of the by-laws are available through the Meriden Youth Services Division. All amendments to the by-laws must be submitted in writing at least two weeks prior to a monthly meeting to be discussed at that meeting. Upon notification of the membership, a vote will be taken at the following meeting. Any amendments to the by-laws require a quorum. The amendments must then be presented for a vote and pass with a two-thirds majority.

