

# West Bountiful Youth City Council Bylaws

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## Mission Statement

The mission of the West Bountiful Youth City Council is to make a difference in our community by giving youth the opportunity to serve, develop leadership abilities and skills, and grow to become educated and responsible citizens. As we serve, we will strengthen our community and promote a spirit of pride in our city. In the future, we will responsibly perform our duty as citizens of the United States.

## Article 1 – City Council and Youth City Council Relationship

### I. Role of the City Council

The West Bountiful City Council ("**city council**") shall receive recommendations from the West Bountiful Youth City Council ("**youth council**"). The city council shall provide support staff to the youth council to assist them in carrying out their duties. The city council shall appoint a city council liaison as a youth advisor and communicate upcoming issues to the youth council, so they may respond accordingly.

### II. Role of the Youth Council

The youth council shall provide such services to the community that would draw the community together serving the youth, young adult, and senior community with wholesome activities. The youth council shall provide opportunities to explore the duties and responsibilities of the city council in order to be prepared to serve in the community in the future.

## Article 2 – Membership

### I. Representation

All qualified applicants will be welcomed to serve on the youth council. The city council will appoint adult advisors whether they be city council members, city staff, or a city citizen.

### II. Membership Qualifications

All members must live within the city limits or attend Viewmont High School and must be in 7<sup>th</sup> to 12<sup>th</sup> grade, or equivalent ages, at the start of the school year following their appointment to the youth council.

### III. Term Limits

There is no limit to the number of terms a member may serve as long as the individual upholds the requirements as stated in the entirety of these bylaws. Members must reapply for each term. Membership will be dissolved if the member moves out of the city or submits a letter of resignation.

#### IV. Application Process

Members of the youth council shall be chosen through an application process. Interested parties shall complete a simple application found on the city website or at city hall. Applications shall be submitted to the youth mayor, youth advisor(s) or dropped off at city hall. Applications are due by a posted date prior to interviews for each term. Except as otherwise provided for an additional application period, below, the interview process will take place before the new term begins. Applicants shall be interviewed by the youth mayor, youth mayor pro tem, and youth advisor(s). After the new term has begun, an additional application period may be opened by a majority vote of all youth council members.

#### V. Conduct

Members of the youth council must conduct themselves in a positive, respectable, friendly, and law-abiding manner at all times. There will be no smoking, drinking alcoholic beverages, or using illegal drugs by any member of the youth council. Such behavior will not be tolerated and is grounds for dismissal from the youth council.

### Article 3 – Offices

#### I. Offices

The youth council consists of the following officers: mayor, mayor pro tem, recorder, secretary/communications, treasurer, and historian.

#### II. Officer Duties

The duties of the officers shall include but are not limited to the following:

**Mayor:** Preside over and conduct all youth council meetings and activities subject to Utah Open Meetings laws (UCA 52-4), provide to the city recorder an agenda 48 hours prior to each meeting, communicate with and report to the city council, and perform other such necessary duties as they arise.

**Mayor Pro Tem:** Assist the mayor in all duties, perform the duties of the youth mayor in his/her absence, prepare to assume all duties as mayor for the following term, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

**Secretary/Communications:** Provide notice of meetings and activities to members at least 24 hours in advance, organize and keep all necessary items, perform the duties of the recorder in his/her absence, write articles for the city newsletter, update and maintain social media accounts, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

**Recorder:** Take minutes of each meeting complying with the requirements of Utah Code Ann. 52.4.203, report the minutes of the prior meeting and sign when approved by vote of the youth council, maintain copies of all minutes making them available to city officials upon request, provide original approved documents to the City Recorder; maintain a list of all members and

their contact information; fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

**Treasurer:** Maintain a record of all expenses, report financial changes at meetings, manage and direct all financial affairs, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

**Historian:** Document all activities in a binder for each term, photograph activities, fulfill any other such assignments as given by the youth mayor or youth advisor(s), and perform other such necessary duties as they arise.

### III. Election and Appointment of Officers

The following officers shall be appointed by the youth mayor, youth mayor pro tem, and youth advisor(s): secretary/communications, recorder, treasurer, and historian. The office of mayor shall be assumed by the mayor pro tem of the prior term. In the event the youth mayor pro tem of the prior term is unable to assume the office of youth mayor, the position will be filled by the same application and interview process as defined herein. Officer positions shall be filled by application and interview process. Any member interested in this office shall fill out an application which shall be turned in to the youth advisor(s). The applicant will then be interviewed by the youth mayor, youth mayor pro tem, and youth advisor(s). Officers shall be chosen by majority vote of the interview panel.

### IV. Term of Offices

Term length is one year beginning in June and ending in June of the following year. Interviews will be conducted, and members will be notified before June each year.

### V. Vacancies of Offices

Should a vacancy occur in an office of the youth council by resignation, removal, or any other reason, the office shall be filled by appointment of the interview panel at the next regular meeting.

## **Article 4 – Meetings**

### I. Regular Meetings

Regular meetings of the youth council shall be held monthly, at 5pm on the second Thursday of each month, unless canceled or changed by agreement of youth leadership and youth advisors. Additional meetings can be called as necessary with a minimum of 72 hours' notice to members. The principal meeting place of the youth council shall be at West Bountiful City Hall. The meeting will follow a formal agenda that has been posted pursuant to Utah Open Meetings laws (UCA 52-4). The agenda can be altered by majority vote at any time during the meeting. All meeting dates and times shall be posted on the city's website and the city's marquee. All meetings of the youth council shall be open to the public and be subject to all requirements of Utah open meetings laws.

### II. Emergency Meetings

Emergency meetings may be called by the youth mayor or youth advisors upon good cause. Prior

notification of at least forty-eight hours shall be given by the secretary.

### III. Quorum and Voting

A simple majority of unexcused members of the council must be present for a meeting to be held. Decisions will be made by motion. Any member may make a motion and a second to the motion is necessary before the motion may be discussed or a vote taken. A majority of those present must vote in the affirmative for a motion to pass.

### IV. Order of Business

The youth mayor shall preside over and conduct all meetings when present; when not present the youth mayor pro tem will assume these duties. Meetings will follow the approved agenda; each meeting will include the Pledge of Allegiance and a prayer or thought. Attendance shall be taken at each meeting and a list of attendees will be included in the minutes of the meeting. Excused and unexcused members will also be listed.

### V. Recordings of Meetings

Written minutes and an audio recording shall be kept of the proceedings of council meetings by the youth recorder; if not present, the secretary shall assume these duties. Written minutes shall be provided to the city recorder once approved. Minutes will be made available to the public upon request.

### VI. Attendance

Each member of the youth council is required to attend all meetings and activities. If they are unable to attend due to extenuating circumstances, they must notify the youth mayor or youth advisor(s) in advance of the meeting or activity.

If a member of the youth council accrues five unexcused absences from meetings or three unexcused absences from activities, the youth mayor and youth council advisers will recommend the member's dismissal to the city council. In the event the city council accepts the recommendation and dismisses the member, the member would not thereafter ethically be allowed to reference service on the youth council for that term in future resumes or job/school applications.

## **Article 5 – Bylaws and Amendments**

The bylaws of the youth council shall be reviewed once each term. The bylaws may be amended at any time throughout a term if a proper need is found. Amendments must be approved by a majority vote through a roll call vote. Any changes or amendments shall be approved by resolution of the city council.

*Adopted October 5, 2021*

*Amended December 17<sup>th</sup>, 2024*

*Amended May 6<sup>th</sup>, 2025*