

**YORK COUNTY YOUTH COMMISSION
BYLAWS
Last Revised August 19, 2025**

ARTICLE I. NAME

Section 1. Name.

The name of this organization shall be the York County Youth Commission and shall hereby be known as the Y.C.Y.C.

ARTICLE II. PURPOSE OF COMMISSION

Section 1. General Purpose.

The purpose of this organization is to serve as a communications link between the youth of York County and the government of York County.

Section 2. Specific Functions.

Specific functions of the Commission shall include, but not be limited to the following:

- a. To serve as a liaison between the York County Board of Supervisors and the youth of York County.
- b. To serve as a forum for the youth of the County to present their ideas, needs, and suggestions.
- c. To investigate needs, problems, and issues affecting the youth of York County.
- d. To establish or strengthen services deemed important by the Board of Supervisors for the youth of York County.

ARTICLE III. MEMBERSHIP

Section 1. Appointments.

The Y.C.Y.C. membership shall consist of up to twenty student members representing grades 9-12. Four members from each of the five voting districts will be appointed by the Board of Supervisors provided each district has at least four qualified applicants.

Whenever one or more districts have fewer than four appointees, the Board will appoint members from the existing applicant pool. Members are eligible to serve for a maximum of 4 terms, with no limit on consecutive terms. Each member is appointed for a term of one year.

Section 2. Vacancies.

Vacancies for all commission members shall be filled by persons appointed by the Board of Supervisors in accordance with the provisions of Article III, Section 1. above.

Section 3. Attendance.

The secretary of the Y.C.Y.C. shall be responsible for maintaining the attendance record and reporting to the officers on a regular basis. Each member of the commission is allowed two excused absences for regular meetings, and two excused absences for standing committee meetings. Absences will be excused at the discretion of Staff Liaison. For an absence to be considered excused, the staff liaison must be notified of the absence at least 24 hours prior to a meeting. "Emergency" absences will also be excused on a case-by-case basis by the staff liaison. In the event that any member should have an unexcused absence, the Chair of the Commission shall inform the member and give the member an opportunity to be heard at the next regular meeting as to any absences. At said meeting, the member will have the opportunity to present an explanation of their absence to a committee consisting of the officers and staff liaison. The member then will be put on probation, at which time they cannot miss a meeting for three consecutive months. If they miss a meeting during the probationary period, it will be recommended to the Board of Supervisors that the member be removed.

ARTICLE IV. OFFICERS**Section 1. Election.**

The officers of the Y.C.Y.C. shall consist of a Chair, a Vice Chair, and a Secretary. All members of the Y.C.Y.C. are eligible to run for any officer position. All officers shall be elected annually at the first regular meeting by members in attendance and shall serve for a term of one year. The first annual meeting shall be held in September, with date to be determined by a majority vote of the Y.C.Y.C.

Section 2. Duties of Officers.**Chair:**

The Chair shall create agendas and preside at all regular and special meetings of the Commission. Agendas are due to the Staff Liaison no later than one week prior to commission meetings. The Chair shall be an ex-officio member of all standing committees and should be notified of their members. The Chair or their designee shall make quarterly reports to the Board of Supervisors concerning the activities of the Y.C.Y.C. The Chair will also take on additional duties as required.

Vice Chair:

The Vice Chair shall be a member of all standing committees and can attend all meetings. The Vice Chair is responsible for keeping minutes, maintaining records of all standing committee meetings, and reporting back to the chair and secretary. The Vice Chair may delegate these responsibilities to a member of the sub-committee. The Vice Chair will be responsible for volunteer coordination. The Vice Chair shall perform such other duties as may be delegated by the Chair.

Secretary:

The Secretary shall preside in the absence of the Chair and Vice Chair, and shall keep minutes and attendance of each regular or special meeting. Minutes are due to the Staff Liaison within two days of the commission meetings. The Secretary shall perform such other duties as may be delegated by the Chair or Vice Chair.

ARTICLE V. STANDING COMMITTEES

Section 1. Committees.

The following Standing Committees are hereby established: Public Relations, Special Projects, and Student Relations.

Section 2. Standing Committee Attendance.

The attendance policy in Article III Section 3 shall apply to all standing committees.

Section 3. Meeting Times & Purpose.

All standing committees shall meet at least once a month either virtually or in-person. Each committee shall have at least one primary goal to accomplish each year.

Section 4. Duties of Standing Committees.

Each Standing Committee shall designate a Committee Lead, who shall be responsible for keeping and maintaining meeting notes. The Lead shall email or post the Committee meeting notes with action items to officers and staff liaison at least one week before the next monthly Commission Meeting.

Public Relations Committee:

The Public Relations Committee shall publicize meetings and activities of the Commission and provide other public relations duties as assigned by the Commission.

Special Projects Committee:

The Special Projects Committee shall coordinate all service projects and countywide social activities sponsored by the Commission.

Student Relations Committee:

The Student Relations Committee shall coordinate all activities and projects pertaining to the communication of youth issues and ideas.

ARTICLE VI. MEETINGS

Section 1. Place, Time, and Date of Meetings.

The York County Youth Commission shall meet once a month except in the months of June, July, & August, at a date, time, and place to be designated at the September organizational meeting, unless notice is given in writing at least one week prior to the regularly scheduled meeting. Special meetings shall be called by the Chair & Staff Liaison as occasion demands or upon written request of any five members of the York County Youth Commission.

ARTICLE VII. BUSINESS

Section 1. Business.

All affairs and business of the organization shall be determined upon majority vote of the members present and voting at any regular or special meetings at which at least 11 of the members are present.

ARTICLE VIII. AMENDMENTS

Section 1. Amendments.

These Bylaws may be amended by a two-thirds vote of the entire Y.C.Y.C.