



Rockingham
County NC

YOU'RE IN A GOOD PLACE

Rockingham County Teen Leadership Council Bylaws

ARTICLE I

PURPOSE OF THE ORGANIZATION

Section 1- Purpose of the Organization

- To create a formal method of communication between the youth of our county, elected leaders and the general population.
- To offer an organization through which the youth of our county may benefit both themselves and their county.
- To provide equal opportunity for young people to assume responsibility with the adults of the county.
- To promote community awareness and appreciation of the strengths and abilities of youth in Rockingham County.
- To cultivate an appreciation of culture and promote unity between young people in Rockingham County.
- To serve as a means for youth to practice democracy in order to better prepare themselves for later responsibilities as citizens.
- To examine, debate and perhaps to initiate action on the issues uniquely affecting the youth of our county.

MEMBERSHIP

Section 1- Representation

The Rockingham County Teen Leadership Council, sponsored by the Board of County Commissioners, shall seek for its membership to be a diverse representation reflecting the county.

Section 2- Membership

Potential members must be rising 9th-12th graders attending a public, private or home school within Rockingham County. The membership of the Council shall be 2 students from each high school (McMichael, Morehead, Reidsville and Rockingham), 2 students from Bethany Charter School, 2 students from the Community Baptist Academy, 2 students from the Carolina Baptist Academy and 3 at-large students totaling 17.

Section 3- Duties and Responsibilities

It shall be the duty of the Teen Leadership Council to:

- Operate in such a fashion that the voice of all youth is represented.
- Faithfully follow the Purposes of the Organization.
- Report regularly to the Board of County Commissioners and the County Manager on concerns, needs, comments, support and messages from the group.
- Continuously evaluate and review issues facing youth in Rockingham County.
- Participate in vision setting and establishing goals which address and advocate for youth concerns.

Section 4- Application Process

Members of the Teen Leadership Council shall be chosen through an application process. A selection committee consisting of two County Commissioners and the County Manager shall review the applications and serve as the Selection Committee for the Board of County Commissioners.

Section 5- Appointment of Members

The selection committee shall recommend the members of the Rockingham County Teen Leadership Council to the full Board of County Commissioners for consideration.

Terms will be for one school year. Members may be reappointed for up to three terms based on the attendance, participation and individual contributions.

ARTICLE II

OFFICES

Section 1- Offices of the Executive Council

The Rockingham County Teen Leadership Council shall have appointed from its members a Chairperson, Vice Chairperson, Secretary, Media Coordinator, and a Recruiting Coordinator.

Section 2- Officer Duties

The duties of the officers shall be as follows:

A. The **Chairperson** shall preside at the meetings of the Rockingham County Teen Leadership Council and shall be charged with the administration of the affairs of the Teen Leadership Council with assistance from the Office of the County Clerk and/or the Director of Strategic Management. The Chairperson shall:

1. Prepare agenda for all Council meetings using the format provided by Advisor.

2. Coordinate all programs and endeavors of the Council.
3. Assign temporary replacement for any officer in temporary absence.
4. Be responsible for all duties assigned to him/her by the Council, Executive Board, or Advisor.
5. Receive community youth information and bring it to the Council.
6. Have the right to vote on any matter brought before the Council in the event of a tie.
7. Represent the Council in public appearances when possible to do so.
8. Call emergency meetings of the Council and Executive Council as needed.
9. Attend all meetings and special events.

B. The duties of the **Vice-Chair** shall be to perform the duties and exercise the power of the Chair during the absence of the Chair. The Vice-Chair shall:

1. Carry out all duties of the Chairperson in his/her temporary absence.
2. Oversee all projects of the Youth Council.
3. Be responsible for ensuring all project reports are made on schedule.
4. Assure that all Council meetings and Executive Council meetings are conducted in accordance with Robert's Rules of Order.
5. Properly facilitate any and all elections/votes within the Council meetings.
6. Be responsible for all duties assigned to him/her by the Council, Chairperson, or Advisor.
7. Attend all meetings and special events.

C. The **Secretary** shall:

1. Prepare and keep a record of the attendance and minutes of all of the meetings/events.
2. Present the minutes in written/digital format at each Council meeting, or email them to Advisor up to two days before the next meeting and Advisor will bring the minutes to the meeting. Minutes sent to Advisor on the day of the meeting may not be brought to the next meeting.

3. Maintain the calendar and schedule of Council activities.
4. Be responsible for all duties assigned to him/her by the Council, Executive Council, or Advisor.
5. Attend all meetings and special events.

D. The **Media Coordinator** shall:

1. Coordinate recruitment campaigns with the Recruiting Coordinator.
2. Coordinate publicity for the Council.
3. Coordinate publicity for Council projects.
4. Be responsible for all duties assigned to him/her by the Council, Executive Council, Chairperson, or Advisor.
5. Attend all meetings and special events.

E. The **Recruiting Coordinator** shall:

1. Promote and increase council membership by recruiting prospective members.
2. Plan and implement one membership drive to recruit new members by working with school representative, and other members of the council.
3. Plan and implement membership meetings to discuss with school administrators and/or guidance counselors matters dealing with recruiting.
4. Attend all meetings and special events.

Section 3- Selection of Officers

The officers of the Rockingham County Teen Leadership Council shall be selected annually. The officers of the Youth Council shall be appointed by the Selection Committee with recommendations coming from the prior year's Executive Council.

Section 4- Term of Officers

The term of all offices shall be for one year; however members may re-apply after expiration of term provided they still meet the qualifications.

Section 5- Committees

The following committees will be established:

Recruitment and Application Committee – Responsible for seeking new members for the Teen Leadership Council and reviewing applications, conducting interviews, and making recommendations to the Council and Board of Commissioners.

Education Committee – Responsible for planning educational opportunities for the Council.

Communication Committee – Responsible for ensuring adequately positive publicity of the Teen Leadership Council.

Social Media Committee - Responsible for improving the County's social media and website to promote youth involvement.

ARTICLE III

MEETINGS

Section 1- Regular Meetings

Regular meetings of the Rockingham County Teen Leadership Council shall be held once a month. The time and day shall be determined each year by the Teen Leadership Council. The principal meeting place of the Teen Leadership Council shall be in the Board of County Commissioners Room at the Governmental Center in Wentworth, N.C. Robert's Rules of Order shall govern the proceedings of the Teen Leadership Council in all cases to which they are applicable, and in which they are not inconsistent with these bylaws. Matters for consideration by the Teen Leadership Council shall be presented only at Teen Leadership Council meetings.

The Media Coordinator shall give public notice of the meeting to the County Clerk seven days prior to the meeting. A copy of the agenda shall be posted at the Governmental Center. A copy of the agenda shall also be placed on the County's official website. Notice of the meeting and the agenda shall then be emailed to all Teen Leadership Council members. Teen Leadership Council will have an Advisor at each meeting.

Section 2- Special Meetings

Special meetings may be called upon the request of the Chairperson. Request for special meetings shall be sent via electronic mail, or by telephone, to the office of the County Clerk at least 48 hours before the time of the meeting. This request shall include the reason or reasons for requesting the special meeting. The Chair shall notify every member of the Teen Leadership Council via electronic mail or by telephone. No subjects other than those stated in the notice shall be considered at the special meeting.

Section 3- Open Meetings

All meetings of the Rockingham County Teen Leadership Council shall be open to the public.

Section 4- Quorum

The presence of a majority of the entire membership of the Teen Leadership Council shall constitute a quorum for a meeting of the Council. A quorum is necessary to transact official business at any meeting.

Section 5- Voting

The affirmative vote of a majority of the members present shall be necessary to adopt a recommendation. In the event of a tie vote, the Chair will vote to break the tie.

Section 6- Order of Business

The Chairperson of the Teen Leadership Council shall, when present, call the members of the Council to order. Before proceeding to business, the roll of the members shall be called, and the names of those present (and absent) entered in the minutes. If a quorum is present, the order of the business shall be:

- a. Pledge of allegiance
- b. Approval of the minutes of the previous meeting
- c. Public comments and/or matters for consideration
- d. Unfinished business
- e. New Business
- f. Reports from Project Leaders
- g. Announcements
- h. Adjournment

Section 7- Recordings of Meetings

The proceedings of the Teen Leadership Council shall be recorded by the Secretary. Records shall be preserved in accordance with the record retention schedule established by the Office of the County Clerk.

Section 8 – Attendance

Attendance at regular Teen Leadership Council meetings is expected by all members. If a member cannot attend due to sickness or for a duly authorized reason, the member shall notify the Chair of the Council to be considered as an excused absence. Any member who fails to appear and be counted present at any regular meeting or special meeting shall be recorded as absent. To remain as a Teen Leadership Council member, there shall be no more than three excused and one unexcused absence per year at the monthly scheduled meetings. Each Council member will be expected to attend at least one Board of County Commissioner meeting annually.

ARTICLE IV

REPORTS

Section 1 – Reports to the Rockingham County Board of County Commissioners

Chair and Vice Chair will present any special reports to the Board of County Commissioners and ask for support from all Teen Leadership Council members.

ARTICLE V

ROLE OF THE ROCKINGHAM COUNTY BOARD OF COMMISSIONERS AND LIAISON

Section 1 - Role of the Board of Commissioners

The Rockingham County Board of Commissioners shall receive recommendations from the Teen Leadership Council. The Board of Commissioners shall provide support staff to the Teen Leadership Council to assist them in carrying out their duties. The Board of County Commissioners shall communicate upcoming issues to the Teen Leadership Council so they may respond accordingly. Each Board of County Commissioner will be asked to attend at least one Youth Council meeting.

Section 2- Duties of the Liaison can generally be described as:

- To advise and facilitate the group when needed.
- To temporarily serve as Convener until officers are elected.
- To assist in finding meeting space, establishing dates for sessions and to promote the functions, purpose and spirit of the Teen Leadership Council.

ARTICLE VI

BYLAWS AND AMENDMENTS

Section 1 - Bylaws and Amendments

The bylaws of the Teen Leadership Council shall be reviewed once each year. The bylaws may be amended at a regular stated meeting provided two-thirds of the members of the Teen Leadership Council approve the amendment in a roll call vote; providing further that the amendment is part of the agenda for the meeting and the membership has been notified in writing. Bylaws and amendments must be approved by the Rockingham County Board of Commissioners in order to take effect.

Approved: November 20, 2017
Rockingham County Board of Commissioners