

ERIE COUNTY YOUTH BOARD BY-LAWS

ARTICLE I

Objectives

The purpose of the Erie County Youth Board shall be to:

- (1) Advise the Erie County Youth Bureau on matters of positive youth development, delinquency prevention, and runaway/homeless youth;
- (2) View and approve applications for state and county funding for services to youth;
- (3) Investigate problems and needs of the County's youth population; and
- (4) Facilitate the development of a comprehensive response by local governments in Erie County to those problems and needs.

ARTICLE II

Membership

- (1) The Youth Board, when fully constituted, shall consist of no more than twenty-one (21) members appointed by the County Executive subject to confirmation by the Erie County Legislature. The Youth Board must have at least thirteen (15) members at all times.
- (2) The Youth Board, in the spirit of cooperation and collaboration, will have ex-officio/liason members who represent other agencies operating within Erie County. Liasons may attend monthly meetings of the Board, but, have no voting rights; may serve on Board Standing Committees, but, may not serve as Chair or Vice-Chair of any Board Standing Committee; and may, upon the request of the Erie County Youth Bureau Director, participate in allocation meetings, but, may not participate in executive session meetings or discussions.
- (3) Members who are employed by an agency or program in Erie County, or are in any way affiliated thereof, cannot represent that agency or program on the Youth Board. Such members must excuse themselves during Youth Board discussions and/or votes regarding said agency. In addition, such members (and liaisons) must not participate in the discussion or vote concerning said agency, so as to avoid a potential conflict of interest. When reviewing and scoring applications for funding, members are required to complete a "County of Erie Conflict of Interest Disclosure Statement" form.

ARTICLE III

Terms of Members

- (1) Each member shall hold office of the term of two (2) years and may be appointed to successive terms.
- (2) Any member elected to fill a vacancy will fill the unexpired term of the person he or she replaces.

ARTICLE IV

Removal of Members

Membership may be terminated or suspended by resignation or removal for good cause by a vote of the members of the Board. Such removal requires a quorum and two-thirds (2/3) vote of the members present. Notice of resignation or removal shall be promptly forwarded to the County Executive by either the Erie County Youth Bureau Director or the Board Chairperson.

Attendance of board members at meetings and functions of the Board is mandatory. Failure to attend board meetings or perform other responsibilities of membership on the Board is grounds for removal from the Board. Any of the following shall constitute voluntary resignation from the Board:

- (1) Four (4) unexcused absences in a "term" from noticed functions of the Board, including (but not limited to) Board meetings, Committee meetings, and/or agency interviews;
- (2) Four (4) consecutive excused absences from noticed functions of the Board, including (but not limited to) Board meetings, Committee meetings, and/or agency interviews;
- (3) Letter or e-mail of resignation, with effective date, sent by the member to the Erie County Youth Bureau Director and Board President. For purposes of this rule, "excused absences" are absences for which there is a good reason and of which the board member notified the Erie County Youth Bureau Director and/or Board President at least 24 hours in advance of the meeting or as soon as practical after the emergence of the reason giving rise to the absence. Every other absence is an "unexcused absence".

Members who have voluntarily resigned may reapply via the established application process.

ARTICLE V

Youth Members

“Youth Members” are defined as young people between the ages of 16-21 who receive services from any agency contracted with or receiving funds from the ECYB. At all times, there should be at least one (1) but not more than two (2) Youth Members represented on the Board. The Youth Board may convene a Youth Advisory Council at any time when the need and the capacity to do so exists.

ARTICLE VI

Meetings

The Board shall regularly meet on the second Monday of each month between January and December (except that the Youth Bureau Director, after consultation and approval of the Executive Committee, shall be empowered to postpone or cancel a regular meeting), but in no event shall there be less than ten (10) regular meetings in any calendar year. Additional meetings may be scheduled, as deemed necessary by the Executive Committee in consultation with the Youth Bureau Director, throughout the year. A one-week written notice must be given for each such meeting.

- (1) A quorum shall be a majority of the whole number as necessary to perform a power or duty of the Board - General Construction Law, Section 41 of the State of New York.
- (2) The Chairperson shall be empowered to call special meetings of the Board upon giving three (3) days written notice thereof and must call a special meeting of the Board upon the written petition of any five (5) members of the Board.
- (3) Each member of the Board shall have one (1) vote at each meeting but shall not be entitled to vote by proxy nor shall any proxy be counted in determining the presence of a quorum.
- (4) At the time fixed, the Board shall convene and the following shall be the order of business:

- I. Welcome/Ice-breaker/Introductions
- II. Host Agency Introduction & Presentation
- III. Approval of Minutes
- IV. Director’s Report
- V. Reports of Staff and/or Committees
- VI. Closing/Adjournment

ARTICLE VII

Board Governance

- (1) The Erie County Youth Board shall be governed by a six (6) member Executive Committee.
- (2) The Executive Committee shall consist of a duly elected Board Chairperson and the five (5) Chairs of the Youth Board Standing Committees.
- (3) The Executive Committee shall be empowered to act for the Board on matters not restricted to the exclusive authority of the full Board.
- (4) The Board Chairperson shall serve for two (2) consecutive years but may not seek re-election for a second successive term. A Board Chairperson may serve multiple terms provided they are not consecutive terms. The Chairperson will be elected by a vote of the Board at the regularly scheduled November meeting and will begin serving on January 1st.
- (5) Vacancies for any member of the Executive Committee, arising at any time shall be filled at the next scheduled Board meeting. A vacancy in the office of Chairperson will be filled by the Vice-Chair. Vacancy in Vice-Chair will be filled by selection of entire Board. Vacancies in the office of a Committee Chair shall be filled by selection from Board members serving on the Committee in question.
- (6) Any member filling the vacancy of Board Chairperson will complete the unexpired portion of the term and will be eligible for nomination to a successive term as Chairperson, so long as the unexpired portion and new term do not exceed three (3) years.

ARTICLE VIII

Committees

There shall be the following Standing Committees of the Erie County Youth Board:

Event Planning Committee: The Event Planning Committee shall be entrusted with the responsibility of planning summer picnics, holiday parties, awards dinners etc.

Training/Professional Development Committee: The Training/Professional Development Committee shall be entrusted with the responsibility of planning training and professional development opportunities for funded agency personnel as well as Youth Board members, similar to the Community Forum event hosted by the ECYB on November 5th, 2015.

Community Outreach Committee: The Community Outreach Committee shall be entrusted with the responsibility of having a presence at meetings, forums, and events throughout the county which are relevant to youth development and other issues closely related to work that the ECYB and the Youth Board do on behalf of Erie County youth.

RFP/Review Process Committee: The RFP/Review Process Committee shall be entrusted with the responsibility of reviewing the RFP applications that the ECYB is responsible for managing. The committee will also be responsible for overseeing the process of review, evaluation, and providing recommendations.

Darcel Hunter Scholarship Committee: The Darcel Hunter Scholarship Committee shall be entrusted with the responsibility of distributing a scholarship in memory of Darcel Hunter, former Program Coordinator of the Erie County Youth Bureau. This Committee will be responsible for marketing the scholarship to worthy candidates as well as defining the rules and regulations of scholarship distribution. The primary goal of the Committee is selecting the candidate who most embodies the virtues upon which Mr. Hunter devoted his life.

Funding Priorities and Outcomes Committee: The Funding Priorities and Outcomes Committee is responsible for tracking opportunities for improved Youth Bureau funding. The Committee shall investigate the types of programs being offered by youth agencies and/or develop the type(s) of programs which should be offered. This Committee has the important task of determining where funding is needed the most so that the Youth Bureau may offer the best range of services. This Committee will do so by analyzing the results and outcomes of already funded programs as well as new, unfunded programs, to best suggest a funding direction for the Youth Bureau.

Grants Committee: The Grants Committee shall be responsible for researching any new funding opportunities available to the Youth Bureau. This Committee will investigate potential grant opportunities for which the Youth Bureau qualifies. The Committee will decide which grants are worth pursuing and how the Youth Bureau will go about pursuing them—be it through a grant writer or through writing the grant itself. Furthermore, this Committee has the responsibility of tracking all funding coming into the Youth Bureau and ensuring that continued funding is available by lobbying government officials, etc.

ARTICLE IX

Duties of Officers

(1) The Chairperson shall preside at all meetings of the Board and shall be an ex-officio member of all standing committees on which he or she does not serve and shall have the right to vote as a member of said committees.

(2) The Chair of any of the Standing Committees shall perform the duties of the Chairperson in his/her absence, at the request of the Chairperson or request of the Youth Bureau Director.

ARTICLE X

Procedure

(1) In all matters of parliamentary procedure not covered by this plan, the organization shall be covered by Robert's Rules of Order.

(2) The Erie County Youth Bureau shall submit its proposed annual budget to the Executive Department in a manner similar to other divisions within the County system. The Bureau will include in its budget funds sufficient to cover the cost of Erie County Youth Bureau administration and programs approved by the Board.

ARTICLE XI

Youth Scholarship

In commemoration of the late Darcel E. Hunter, the Erie County Youth Bureau and Youth Board shall annually sponsor a youth scholarship entitled, "The Darcel E. Hunter Scholarship Award." Applications shall be considered from any graduating high school senior of Erie County who meets the criteria requirements stipulated by the Erie County Youth Bureau. Those criteria requirement, as well as the amount of the award, shall be subject to annual review by the Scholarship Committee and approved by the Board. The award shall be presented at an appropriate public venue in Erie County.

ARTICLE XII

Amendments

Any motion to amend the By-Laws of this organization will be presented in writing to the membership at least forty-eight (48) hours prior to a general meeting. The proposal will be discussed at that meeting. A vote may take place on any proposed amendment at that meeting so long as two-thirds (2/3) of the entire Board is present at the meeting. It will be effective immediately upon acceptance by a two-thirds (2/3) vote of the members present during the vote. If additional time is necessary to review the proposed amendment a motion to table the vote may be made. The motion to table the vote need only be approved by a majority vote of the members present.