

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 always at least thirteen (13) members.
- (2) 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, 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 an office for the term of two (2) years and may be appointed to successive terms.
- (2) Any member selected 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.

In person 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 grounds for removal 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 the notified functions of the Board, including (but not limited to) Board meetings, Committee meetings, and/or agency interviews.

For the 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 Chair at least 24 hours in advance of the meeting or as soon as practical after the emergence of the reason giving rise to absence. Every other absence is an "unexcused absence."

(3) A leave of absence from the Youth Board may be requested for up to one (1) year. Any leave of absence must be approved with the consent of the Executive Committee and the Erie County Youth Bureau Director.

ARTICLE V

Youth Members

"Youth Members" are defined as young people between the ages of 16-22. At all times, there should be at least one (1) but not more than two (3) 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 eight (8) regular meetings in any calendar year. Regularly scheduled Board meetings can include the full Board and/or committee meetings. 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/Icebreaker/Introductions
- II. Host Agency Introduction & Presentation, if applicable
- 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 four (4) member Executive Committee.

(2) The Executive Committee shall consist of a duly elected Board Chairperson, Board Vice Chairperson, Secretary, and one additional member.

(3) The Executive Committee shall be empowered to act on matters not restricted to the exclusive authority of the full Board.

(4) The Board Chairperson and Executive Committee members shall serve for two (2) consecutive years. The Board Chairperson 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 and Executive Committee members will be elected by 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.

(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. There may be additional ad hoc committees created as deemed necessary by the Board.

RFP 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. The RFP Committee is responsible for tracking opportunities for improved Youth Bureau funding. In collaboration with Youth Bureau staff, the Committee shall investigate the types of programs being offered by youth agencies and/or develop the type(s) of programs which should be supported. 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.

Training Committee: The training committee shall identify training needs, designs and coordinates training programs, and ensures that all board members receive appropriate instruction and development. The training committee should ensure that training aligns with the Youth Bureau's mission and goals.

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 Vice Chairperson shall preside at all meetings in the absence of the Chairperson and shall Chair the RFP Committee.

(3) The Secretary shall take minutes at all Board meetings.

(4) Any member of the Executive Committee 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 like 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

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 for 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-third ($2/3$) 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.