

BYLAWS OF THE RAPID CITY YOUTH CITY COUNCIL

Article I. Name of Committee

The name of this committee shall be: Rapid City Youth City Council, hereinafter referred to as RCYCC.

Article II. Purpose, Authorization, and Duties

Section 1. Purpose

- (A) To be an accessible channel for open communication between the Rapid City Common Council and youth in the community; with opportunities to spark civic engagement and gain valuable experience.

Section 2. Authorization

- (A) To this end the RCYCC was established by Common Council Resolution, No. 2019-093, signed by Mayor Steve Allender, 02 December 2019, and entitled "A RESOLUTION ESTABLISHING THE RAPID CITY YOUTH CITY COUNCIL".
- (B) RCYCC was reaffirmed by Common Council Resolution, No. 2021-099, signed by Mayor Steve Allender, 6 December 2021, and entitled "A RESOLUTION REGARDING CHANGES TO THE RAPID CITY YOUTH CITY COUNCIL".

Section 3. Nonbinding Duties

- (A) Advise the Common Council on matters related to youth;
- (B) Promote civic engagement among youth; and
- (C) Provide of its membership at least one member to attend public Common Council meetings as a monitor to relay information back to the Youth City Council.

Article III. Membership

Section 1. Definition of Membership

- (A) RCYCC membership will consist of Rapid City youth, at least one Common Council Liaison, and an Administrative Coordinator.
- (B) There will be at least five voting members and up to eighteen voting members.
- (C) When possible, the membership should reflect at least, two members of the 9th grade, at least two members in the 10th grade, at least two members in the 11th grade, and at least two members in the 12th grade.

Section 2. Qualifications of Voting Members

- (A) Between the ages of fourteen and eighteen and;
- (B) Attend a secondary school that services City of Rapid City residents or,
- (C) Live within the City of Rapid City and are homeschooled or,
- (D) Have dropped out after attending a school servicing City of Rapid City residents,
- (E) Live within the City of Rapid City and have obtained a GED or graduated early from a secondary school servicing City of Rapid City residents.

Section 3. Non-Voting Members

- (A) There will be at least two non-voting members:
- (B) A Rapid City Common Council Alderman to serve as a non-voting liaison to the RCYCC and (hereinafter referred to as Liaison),
- (C) The Rapid City Area Schools Youth Engagement Coordinator (or representative appointed by) to serve as non-voting administrative coordinator to the RCYCC (hereinafter referred to as Administrative Coordinator).

Section 4. Selection of Membership

- (A) Membership will be selected by the RCYCC Selection Committee.
- (B) In its process, the Selection Committee may choose to increase or decrease the number of members serving on the RCYCC at any time as long as there is an attempt to ensure that the membership does not fall below five voting members and does not exceed eighteen voting members.
- (C) A standard application will be established to elicit interest from qualifying individuals.
- (D) Applicants who do not meet the Qualifications of Voting Members will not be considered.
- (E) The Selection Committee will select members based upon each applicant's response to application questions.
- (F) Every April, the Selection Committee will review applications from the pool of applicants who have submitted an application by March 31st of that year.
- (G) Notification of the Selection Committee's decision will be made public in May of that year.
- (H) Terms of those selected will begin June 1st.
- (I) If an applicant is not selected, the applicant's application will remain in the pool of applications for one year from their most recent application unless the applicant requests in writing to have their application withdrawn.
- (J) If a position opens in the membership outside of the normal annual rotation, the Selection Committee may convene at any time to consider applications that are in the application pool.

Section 5. Terms of Membership

- (A) Voting Members shall serve a term length of one year.
- (B) The non-voting Liaison term will be for one year. If a Liaison is no longer a sitting Common Council member, the Liaison's term will automatically end and the Rapid City Common Council may select a new Liaison for a new one year term.
- (C) The Administrative Coordinator will have no term limit.
- (D) Members may not serve more than three consecutive terms.
- (E) If a voting member reaches the age of nineteen during their term, the term will automatically end on the day before the member's nineteenth birthday.

Section 6. Attendance

- (A) Members will make a reasonable effort to attend all meetings of the RCYCC, and a roll call attendance will be taken at each meeting and noted in the minutes.
- (B) Members who are absent from two or more RCYCC or assigned common council meetings, without providing a member of the Executive team with a reasonable explanation for their absence, may be considered to have forfeited their position.
- (C) Forfeiture of a position due to lack of attendance will become effective upon an affirmative vote of the RCYCC at a duly scheduled meeting.
- (D) The RCYCC Secretary will provide for the notification to the person of their forfeiture.

Section 7. Voting Rights

- (A) In any proceeding in which voting by members is called for, each voting-member in good standing shall be entitled to cast one vote.
- (B) Non-voting members are not entitled to cast votes and their votes will not be counted.

Section 8. Resignation and Termination of Membership

- (A) Any member may resign by filing a written resignation with the RCYCC Secretary.
- (B) Any member may have their membership terminated by a three-fourth vote of all voting members present.

Section 9. Vacancy

- (A) Vacancies that occur in the membership of the RCYCC may be filled by:
- (B) The annual meeting of the Selection Committee in April or,
- (C) A special meeting of the Selection Committee and,
- (D) When selected outside of the regular term, the new member will serve only the remainder of that term. All members reapply annually.
- (E) A new member selected outside of the regular term, filling a vacancy of an already started term, that serves seven or more months will be accessed as having served one of the allowed three consecutive terms.

Article IV. Officers

Section 1. Definition of Officers

- (A) The Officers of the RCYCC will consist of but not limited to a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer.
- (B) The only requirement to hold office shall be voting membership on the RCYCC.

Section 2. Nominations and Election

- (A) The Officers of the RCYCC will be elected annually at the Annual Meeting.
- (B) Only current voting-members can be nominated for office.
- (C) Only current voting-members may nominate candidates for office.
- (D) The election of officers shall be done through secret ballot, to be counted by the Liaison and Administrative Coordinator, and verified by the current RCYCC Secretary. *If the RCYCC Secretary position is vacant at the time of an election the presiding member may appoint any member to verify the results.*
- (E) A member may only be nominated for one office during an open nomination period.

Section 3. Term of Office

- (A) The term in office for each officer will be one year, commencing on the date of the Annual Meeting and vote.
- (B) No member may hold one single office for more than two consecutive years.

Section 4. Resignation and Removal of Officer

- (A) Any Officer may resign from their office by filing a written resignation with the RCYCC Secretary.
- (B) Any Officer may be removed from their position as such Officer by a three-fourth vote of all voting-members.
- (C) Any Officer that resigns or is removed from an office shall remain a member of the RCYCC unless they also resign from or are removed from RCYCC membership.

Section 5. Officer Vacancy

- (A) In the event of the resignation or removal of the Chairperson, the Vice-Chairperson shall assume the Chairperson's responsibilities for the remainder of the term.
- (B) In the event the Vice-Chairperson succeeds to the office of Chairperson, the office of Vice-Chairperson shall be filled at the next regular meeting by the regular Nominations and Election procedure and shall be for the remainder of the term.
- (C) In the event of the resignation or removal of the Vice-Chairperson, Secretary, or Treasurer the office shall be filled at the next regular meeting by the regular Nominations and Election procedure and shall be for the remainder of the term.

Section 6. Duties of the Chairperson

- (A) The Chairperson shall preside over all meetings of the RCYCC.
- (B) May appoint such committees as determined necessary.
- (C) Perform all other duties incidental to this position.

Section 7. Duties of the Vice-Chairperson

- (A) In the absence, disability, or under the direction the Chairperson, the Vice-Chairperson shall assume and perform all duties of the Chairperson, and
- (B) Shall carry out all other duties assigned by the Chairperson.
- (C) In the absence or disability of the Secretary, the Vice Chair shall assume and perform all duties of the Secretary.

Section 8. Duties of the Secretary

- (A) The Secretary shall ensure that minutes of all meetings of the RCYCC are accurately taken and kept.
- (B) Shall keep accurate records of membership and roll call attendance.
- (C) Shall receive and ensure accurate review and filing of committee reports and other RCYCC correspondence.
- (D) Shall coordinate with the Administrative Coordinator the creation and posting of meeting agendas in accordance with City of Rapid City public meeting regulations.
- (E) Shall attest to the signature of the Chairperson and Treasurer as validated by the affirmative action of the RCYCC.
- (F) In the absence or disability of both the Chairperson and Vice-Chairperson, the Secretary shall assume and perform all duties of the Chairperson.

Section 9. Duties of the Treasurer

- (A) The Treasurer shall provide for accurate presentation of RCYCC finances at each regularly scheduled meeting.
- (B) Shall act as a liaison to the Common Council and Mayor's Office on all matters dealing with the RCYCC budget.
- (C) Shall ensure accurate filing of expenditure requests of \$1000 + and actual expenditures by signing for all matters dealing with the RCYCC budget, as attested by the Secretary.
- (D) In collaboration with other RCYCC members prepare an annual budget proposal for full RCYCC approval and file any such request for appropriation of monies with the Common Council.

Article V. Committees

Section 1. Committee Formation

- (A) The RCYCC may create committees as needed.
- (B) The RCYCC Chairperson will appoint committee chairs when deemed necessary.

Section 2. Executive Committee

- (A) The Executive Committee will be a standing permanent committee.
- (B) The four RCYCC Officers will serve as the Executive Committee.
- (C) The Executive Committee shall have the powers and authority to establish meeting agendas and to make preliminary review of major issues, to be ratified by the RCYCC at the next meeting.
- (D) The Executive Committee shall be subject to the direction and control of the RCYCC.

Section 3. Selection Committee

- (A) The Selection Committee will be a standing permanent committee, per the establishing Common Council resolution, No. 2019-093, and reaffirmed per the Common Council resolution, No. 2021-099.
- (B) The Selection Committee will consist of the RCYCC Executive Committee, at least one Common Council liaison, the Rapid City Area Schools Youth Engagement Coordinator (or representative appointed by), and at least four residents of the City of Rapid City as approved by the RCYCC Administrative Coordinator.

Article VI. Meetings

Section 1. Regular Meetings

- (A) Regular meetings of the RCYCC will take place once every month, at such date and time as designated by the Chairperson, traditionally the second Tuesday of each month.
- (B) If a regular meeting day falls upon a holiday observed by the City, the regular meeting will be held on the following week.

Section 2. Annual Meeting

- (A) The first regular meeting to be held in June of each year will be designated as the Annual Meeting.
- (B) Officers will be elected at the Annual Meeting.

Section 3. Special Meetings

- (A) Special meetings of the RCYCC may be called by the Chairperson or upon request of five voting-members.
- (B) Any such special meeting must be approved by the Mayor of Rapid City or their designee.
- (C) Notice and the purpose of a special meeting shall be given to all members in a timely manner.

Section 4. Quorum

- (A) More than one-third of all voting-members of the RCYCC shall constitute a quorum for the transaction of all business.

Section 5. Conduct of Meetings

- (A) Unless otherwise provided in these by-laws, Robert's Rules of Order, Revised, shall be observed as the rules and procedures for all meetings of the RCYCC.
- (B) Robert's Rules of Order may be suspended or amended by a two-thirds vote of all voting-members.
- (C) Unless otherwise expressly noted in these by-laws, for an action of the RCYCC to pass, a majority of a quorum must vote in favor of the action.
- (D) A proposal to expend money requires a two-thirds vote of all voting-members.
- (E) Full and accurate minutes of the meetings proceedings shall be kept, which shall include a summary of the discussion and issues raised by the members.

Article VII. Amendments

These bylaws may be amended at any regular or special meeting of the RCYCC, by an affirmative majority vote of all voting-members.

Approved this 11th day of April, 2023.

Rapid City Youth City Council

Alex Vonderau

Alex Vonderau, Vice-Chairperson

ATTEST:

Evy Gillen

Evy Gillen, Secretary

Approved this 6 day of June, 2023.

City of Rapid City

Steve Allender

Steve Allender, Mayor

ATTEST:

Daniel Ainslie

Daniel Ainslie, Finance Officer

Founding Bylaws Approved by RCYCC 14 January 2020 (Chairperson Hannah Churchill and Secretary Jocelyn Konechne) and by City of Rapid City 6 December 2021 (Mayor Steve Allender and Finance Director Pauline Sumption).

1st Revision Approved by RCYCC 8 February 2022 (Chairperson Sadie Colbeck and Secretary Tae Swanson) and by City of Rapid City 6 June 2022 (Mayor Steve Allender and Finance Director Pauline Sumption).

2nd Revision Approved by RCYCC 11 April 2023 (Vice Chairperson Alex Vonderau and Secretary Evy Gillen) and by the City of Rapid City _____ (Mayor Steve Allender and Finance Director Daniel Ainslie, Finance Director).