



## By-laws of the Youth Advisory Board MONTGOMERY COUNTY HISTORICAL COMMISSION

**SECTION 1: IMPLEMENTATION.** There is hereby created a Youth Advisory Board for the Montgomery County Historical Commission, consisting of two or more 11<sup>th</sup> and 12<sup>th</sup> grade students from each public and private high school in Montgomery County, Texas.

**SECTION 2: MISSION STATEMENT.** The mission of the *Montgomery County Historical Commission Youth Advisory Board* is to provide the youth of Montgomery County opportunities through volunteerism and service to have a positive effect on the preservation and promotion of the history and heritage of Texas and Montgomery County; to discover and circulate information that is important to the historical identity of Montgomery County; and to offer a forum by which youth in Montgomery County can voice their ideas and concerns.

**SECTION 3: PURPOSE.**

- A. **Serve** as a resource to the Montgomery County Historical Commission for ideas and concerns for the youth of Montgomery County, Texas.
- B. **Promote** the Historical Commission's activities and events, including being a clearinghouse for ideas and events that are important to preserving the heritage of Montgomery County.
- C. **Support** the Montgomery County Historical Commission's goal of making history relevant and fun for people of all ages
- D. **Generate** fresh and fun ideas for projects that serve the Historical Commission and the citizens of Montgomery County
- E. **Promote** the contributions of youth as volunteers, including providing information about historic events and projects in which County youth can participate and serve
- F. **Represent** each public and private high school in Montgomery County
- G. **Increase** awareness of educational opportunities for Texas and Montgomery County history
- H. **Gain** vital leadership skills

- I. **Make** new friends from high schools across Montgomery County
- J. **Have** fun!

#### **SECTION 4: DEFINITIONS.**

- A. **Executive Committee**—a committee of officers composed of the elected Chairperson, Vice-Chairperson, Secretary, and Historian of the Youth Advisory Board who shall manage the business and affairs of the Board.
- B. **Regular Meetings**—monthly meetings of the Youth Advisory Board at a time and place designated by the members
- C. **Term**—the service year beginning on September 1 of one calendar year and ending on August 31 of the following calendar year
- D. **Chairperson**—the person elected by the Youth Advisory Board members who is responsible for running the Board meetings and Executive Committee meetings; and helping all officers and members with their duties
- E. **Vice Chairperson**—the person elected by the Youth Advisory Board members who is responsible for running the Board meetings and Executive Committee meetings when the Chairperson is not present; and helping all officers and members with their duties
- F. **Secretary**—the person elected by the Youth Advisory Board who is responsible for taking minutes of the Board meetings and sending them to the MCHC Chairman, Youth Advisory Board Chairman and its members
- G. **Historian**—the person elected by the Youth Advisory Board who is responsible for recording the history of the Youth Advisory Board by preparing a scrapbook of photos of events, newspaper articles, minutes, agendas, and anything related to the history of the organization

**SECTION 5. MEMBERS.** All members of the Youth Advisory Board shall be selected on an open-application process by the history teacher(s) and administrative staff at their respective high schools during the spring of their sophomore year to serve for two terms during their junior and senior years of high school. Selection criteria will be based on the applicant's leadership abilities, demonstrated interest in history and community involvement. Applicants are encouraged to attend at least one Youth Advisory Board meeting before being selected to serve on the Youth Advisory Board.

#### **SECTION 6. MEETINGS.**

- A. **Regular Meetings.** The Youth Advisory Board shall hold a regular meeting each month during the term. The meetings shall be held on the third Monday of the month unless otherwise noticed by Executive Committee pursuant to these By-Laws.

- B. **Special Meetings.** Special meetings of the members for any purpose may be called by the Executive Committee.
- C. **Place of Meeting.** The Executive Committee may designate any place as the place of the meeting for the Youth Advisory Board upon proper notice to the members.
- D. **Notice of Meeting.** Notice stating the place, day and hour of a meeting shall be delivered at least 72 hours before the date of a regular or special meeting of the Board

either by telephone or in writing to each member of the Youth Advisory Board.

- E. **Quorum.** At least ten (10) members of the Youth Advisory Board shall constitute a quorum at a meeting of the members. If less than a quorum of such members is present at a meeting, the members shall adjourn the meeting. The members present at a meeting that has a quorum for the meeting may continue transacting business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum, but only if there was a quorum at the time the agenda was approved and the attendance roll of the members had been taken.
- F. **Voting.** All action taken by the Youth Advisory Board shall be approved by a majority vote of those present at a duly constituted meeting where there is a quorum of members present.
- G. **Termination of Membership.** Any member of the Youth Advisory Board may resign at any time, provided that for purposes of courtesy and efficiency, written notice of resignation is given the Chairperson or Secretary of the Youth Advisory Board. Any member of the Youth Advisory Board shall be deemed to have voluntarily resigned his/her membership automatically upon the occurrence of any of the following: 1) failing to be present without excuse for four (4) or more regular meetings during a term; 2) failing to be enrolled at the high school from which the member was selected to serve; and 3) failing to maintain good standing at the high school in which the member is enrolled; provided that a graduating senior may retain membership on the Youth Advisory Board through August following the senior's graduation.

## **SECTION 7. EXECUTIVE COMMITTEE.**

- A. **General Powers and Duties.** The business and affairs of the Youth Advisory Board shall be managed by the Executive Committee. The Executive Committee shall be responsible for planning the agenda for the term and for each meeting of the Youth Advisory Board, proposing potential committees, and discharging other responsibilities assigned by the Executive Committee or determined by a majority vote of a quorum of the members at a meeting of the Youth Advisory Board.
- B. **Tenure and Qualifications.** The Executive Committee shall be elected by a secret ballot of the members of the Youth Advisory Board at the first meeting of the regular meeting of the members in September, and shall continue to serve during the current term. Thereafter, the members of the Executive Committee shall be elected annually by the members of the Youth Advisory Board at the May meeting. The term of office of the members of the Executive Committee shall be for one term. No high school shall be represented by more than two members on the Executive Committee.

C. **Vacancies.** Each officer shall hold office until the end of his/her term in May, until resignation, or until termination if the member is no longer qualified to serve. Any vacancy on the Executive Committee shall be filled by secret ballot of a majority of the remaining members of the Youth Advisory Board. An officer so elected shall fill the unexpired term of his predecessor in office.

D. **Regular Executive Committee Meetings.** A regular meeting of the Executive Committee shall be held each month at a time and place designated by the Chairperson or by two other members of the Executive Committee with notice to the members of the Youth Advisory Board. The meetings may be held by video conference.

E. **Special Meetings.** Special meetings of the Executive Committee may be called at the request of any Executive Committee member, or an adult sponsor of the Youth Advisory Board. Notice of any special meeting of the Executive Committee shall be given to all members of the Youth Advisory Board at least 24 hours before the meeting. The notice shall specify the purpose of or business to be transacted at the meeting. The meetings may be held by video conference.

F. **Quorum.** Three (3) members of the Executive Committee shall constitute a quorum to conduct the business of the Executive Committee in person or by video conference.

**SECTION 8. COMMITTEES.** In addition to the Executive Committee, the Youth Advisory Board may create any other committees from time to time that it determines are necessary to serve the purposes of the Board. Such committees shall be created by a majority vote of a quorum of the members at any regular or special meeting of the members.

**SECTION 9. AMENDMENTS.** These By-Laws may be altered, amended, or repealed, and new By-Laws may be adopted or amended, by a two-thirds (2/3) majority vote of all members of the Youth Advisory Board; provided that such amendments must be approved by the Montgomery County Historical Commission.

**SECTION 10. ADOPTION AND EFFECTIVE DATE.** The foregoing By-Laws were regularly adopted at a regular meeting of the Youth Advisory Board on September 16, 2013, and approved and ratified at a meeting of the Montgomery County Historical Commission on August 26, 2013, at which date they shall be effective.

PASSED AND APPROVED:

\_\_\_\_\_  
Chairperson, Youth Advisory Board

\_\_\_\_\_  
Secretary, Youth Advisory Board

APPROVED AND RATIFIED:

\_\_\_\_\_