

**BY-LAWS OF THE
FARMINGTON YOUTH CITY COUNCIL**

Revised February 2024

Article I: Name

Section 1: Name: The name of this organization is the Farmington Youth City Council, hereinafter designated as FYCC.

Article II: Purpose and Role

Section 1: Purpose: The FYCC has been created by the Farmington City Council as more particularly set forth in Section 3-03-070 of the Farmington City Municipal Code for the purpose of initiation, recommending, planning, and implementing activities and programs authorized by the City Council which promote and enhance youth citizenship and volunteerism within Farmington City.

Section 2: Compliance: The FYCC shall comply with all provisions of Section 3-03-070 of the Farmington City Municipal Code regarding the creation, role and duties of the Committee as well as provisions of Section 3-03-020 of the Farmington City Municipal Code regarding general rules for all City boards and committees.

Article III: Organization

Part 1: Membership and Appointment

Section 1: Membership: The selection, qualifications, expectations, and removal of FYCC members are governed by Subsections 3-03-070(a) - (c) of the Farmington City Municipal Code. Pursuant to these provisions, all members will be selected by vote of the current FYCC members according to the applicant's qualifications and the needs of the FYCC. All members of the FYCC must reside within the Farmington City limits, and must be in at least the Ninth Grade.

Section 2: Application Process: Youth who would like to serve on the FYCC must submit an application to the FYCC, care of the Farmington City Parks and Recreation Office. Members who are not in 12th grade may renew their membership by filing a written request with the advisor, which request shall be granted unless the member is disqualified under Article V, Section 4 of these bylaws. Each application will be screened by current FYCC members who may also choose to interview selected applicants. Applicants will then be chosen by current FYCC members according to applicants' qualifications and the needs of the FYCC and ratified by the Farmington City Council. Applicants selected for membership must be sworn in by the Mayor, the City Recorder, or a member of the City Council.

Section 3: Qualifications of Members: Subsections 3-03-070 (a) - (b) of the Farmington Municipal Code establish the qualifications and expectations that pertain to FYCC members.

Pursuant to these provisions, all members of the FYCC must attend no less than 75 percent of all FYCC activities and are expected to attend all regular meetings unless excused by the advisor. During the term of service, each FYCC member is also required to attend two City Council meetings.

Section 4: Term of Membership: A FYCC member's term expires on March 1st of his or her senior year in high school unless the member is removed prior to that time in accordance with the removal procedures in Article III, Part 1, Section 4 of these By-Laws. Once a member's term has been completed, he or she may remain associated with the FYCC and may be promoted as a Junior Advisor through consent of advisor(s) and majority vote of the FYCC members.

Section 5: Removal: A member of the FYCC may be removed if recommended by the officers and approved by a 2/3 vote of the FYCC members. Grounds for removal may include, but are not limited to: non-participation in meetings and other activities; use of foul and abusive language; and disrespectful or disruptive behavior. A member may also be removed for an offense deemed worthy of removal by a 2/3 vote of the members of the FYCC.

Section 6: Voting and Quorum: Business of the FYCC can only be conducted at a meeting where at least half of the members are present.

Part 2: Officers, Duties, and Appointment

Section 1: Offices and Officers: Section 3-03-070(e) of the Farmington Municipal Code sets forth provisions governing the election, duties and removal of officers. Pursuant to this Ordinance, there shall be the following offices and officers of the FYCC: Mayor; Director of Volunteerism; Historian; Treasurer; and Secretary.

Section 2: Duties of the Officers:

Mayor: The duties of the Mayor shall include presiding at all meetings of the FYCC, coordination of all projects and activities that involve the FYCC, preparation of agendas for regular meetings, notification to officers to contact and inform members of meetings and activities, and overseeing the efforts of the other officers. The Mayor maintains order and ensures orderly proceedings during FYCC meetings.

Director of Volunteerism: The duties of the Director of Volunteerism shall include coordination of all activities, which include the community, such as fund-raisers, collecting donations, contacting public places for use, etc.

Historian: The duties of the Historian shall include the collection of pictures, articles, flyers, etc. from FYCC activities and projects, compilation of such into a book, which will remain with future Farmington youth councils.

Treasurer: The duties of the Treasurer shall include keeping records of all FYCC expenses and keeping a balance of the FYCC budget. The Treasurer works with the advisor to create and present a report to the FYCC on a quarterly basis.

Secretary: The duties of the Secretary shall include notifying members of FYCC meetings, keeping minutes of the meetings, and assisting all other officers.

Section 3: Advisors: The Advisors' duties shall include supervising any activity or meeting conducted by the FYCC. The Advisors' duties also include helping and assisting the FYCC, overseeing the FYCC budget, and coordinating committee meetings and activities. The Advisors have no voting power; therefore, they have no power to make any motions. The Advisors may admonish or help FYCC members, but cannot participate in the function of the meeting.

Section 4: Selection of Officers: Officers will be nominated and elected in February before the selection of new members occurs. Officers will be nominated and elected by current FYCC members. Advisors and outgoing members may not participate in the election of new officers. All elected officers are subject to the ratification of the City Council.

Section 5: Term of Office: Officers will serve from the time elected until the time new officers are elected in February of the following year. Any previous officer may run for another term, but must be re-elected in order to commence a new term.

Section 6: Vacancies: A vacancy in an unexpired term of office shall be filled by nomination from among current FYCC members, by a majority vote of the FYCC at the next regular meeting.

Section 7: Removal: Any officer may be removed for any reason deemed necessary for removal by a 2/3 vote of the members of the FYCC.

Part 3: Executive Board

Section 1: Members of the Board: The members of the executive board shall include the Mayor, , Director of Volunteerism, , Historian, Treasurer, and Secretary.

Part 4: Committees

Section 1: Formation of Committees: Members shall be sorted into three committees by the advisor:

- a. The Public Safety Committee;
- b. The Public Works, Parks and Recreation Committee; and
- c. The Administration and Community Development Committee.

Committees rotate on a quarterly basis until FYCC members have had an opportunity to participate in each committee during their term.

Section 2: Purpose and Activities of Committees: Committees meet monthly with city officials to receive instruction about the areas of responsibility for that official. Activities are designed to

provide entertaining and enlightening opportunities for FYCC members to gain knowledge and experience in municipal governance.

Section 3: Participation: Participation in committees is voluntary and there is no requirement that a member attend a specific number of committee activities.

Article IV: Meetings

Section 1: General: All meetings of the FYCC shall comply with Section 3-03-070 of the Farmington City Municipal Code and as established hereafter.

Section 2: Regular Meetings: The FYCC will meet at City Hall, or another location designated by the advisor, on the first Thursday of each month at a time determined by the advisor, providing at least two days' notice to FYCC members, unless the time and location have been altered by the FYCC Mayor. The Executive Board of the FYCC will meet fifteen minutes earlier than the regular meeting.

Section 3: Service Activities: The FYCC participates in activities that provide service to the community. These service activities are separate and different from committee activities, and all members are expected to attend service activities as provided in this Article.

Section 4: Meeting Attendance: Members are expected to attend each regular meeting unless excused by the advisor. Members of the FYCC must attend 75% of all FYCC meetings and service activities also as provide in the Attendance Contract. Failure to do so constitutes grounds for removal from the FYCC or disqualification from renewal of membership in the following year.

Article V: Order and Procedure

Section 1: Source of Parliamentary Procedure: Rosenberg's Rules of Order (2011 Revision) will be the Parliamentary Authority for the FYCC.

Article VI: Amendments to the By-Laws

Section 1: Qualifications of Amending: There must be a 2/3 vote of FYCC members in order to Amend the bylaws. All amendments must be in writing and approved by the Farmington City Council.

Article VIII: General

Section 1: Limits of the FYCC: All the powers, authority, duties, and activities of FYCC, its members and officers, shall be exercised or carried out only in conformity with these bylaws, and all applicable laws, ordinances, and regulations of the City of Farmington, the State of Utah, and the United States of America.