

Section 1. Regular Meetings.

The Youth center council shall hold at least one regular publicly noticed meeting each month, unless waived by the Chairperson, at a location within the Town as set by the Chairperson. The Chairperson may not waive more than four (4) meetings per year.

Section 2. Attendance.

In the event a Council member has 3 unexcused absences three in one calendar year, the Committee member can be removed from the Council by a vote.

Excused absences must be made at least 72 hours in advance

Section 3. Officers and Elections.

Every Committee shall elect a Chairperson, Vice Chairperson and Secretary annually, or as vacancies occur, at the first meeting conducted after January 1 to serve for a term of one (1) year. Officers elected to fill vacancies shall serve the remaining term of the Committee member they are replacing.

Section 4. Duties of the Secretary.

The Secretary shall call the roll at the beginning of each meeting. The roll shall become a part of the minutes. The Secretary shall transmit the minutes of the last Committee meeting to the Town's Committee Liaison seven (7) calendar days before the next meeting of the Committee.

Minutes of all Committee meetings shall be kept by the Secretary and shall be available for public inspection. The minutes shall be forwarded by the Town's Committee Liaison to each Committee member for review to be approved by the Committee at its next scheduled meeting, unless special circumstances are approved by the Chair. Once approved, meeting minutes shall be forwarded to the Town Clerk for filing.

During meetings, a standard sign-in register must be completed by Committee members and maintained by the Secretary. Attendance and absences must be recorded and submitted to the Town along with the minutes even if there is not a quorum. Each Committee Secretary shall be responsible for providing a current membership roster of all Committee members to the Town.

Section 5. Duties of the Chairperson.

The agenda for all meetings of the Committee shall be prepared by the Chairperson. The Chairperson shall transmit the agenda to the Town's Committee Liaison seven (7) calendar days before the next meeting of the Committee. Additional agenda items may be proposed at any time by any member of the Committee. Items proposed after the agenda is distributed may only be heard under "New Business" and upon an affirmative vote of the majority of the Committee members present at the meeting. Each agenda shall also include a section for public comment.

The Chairperson or his/her designee shall semi-annually present an oral report to the Town Council which shall be submitted in writing to the Town and shall include a semi-annual year to date financial report. Both the content of the written report and the oral report shall be approved by the Committee prior to submission or presentation to the Town Council.

In the absence of the Chairperson, the Vice Chairperson shall perform these duties.

Section 6 – Financials/Budget

The youth council will advise the Town Liaison on ideas, events and recommendations for use of budget. No vote necessary.