

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 at least thirteen (13) members at all times.
- (2) The Youth Board, in the spirit of cooperation and collaboration, will have ex-officio/liaison members who represent other agencies operating within Erie County. Liasons may attend monthly meetings of the Board, but, have no voting rights; may serve on Board Standing Committees, but, may not serve as Chair or Vice-Chair of any Board Standing Committee; and may, upon the request of the Erie County Youth Bureau Director, participate in allocation meetings, but, may not participate in executive session meetings or discussions.
- (3) 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 liasons) must not participate in the discussion or vote concerning said agency, so as to avoid a potential conflict of interest. For details, refer to the NYS Youth Bureau/Board Potential Conflicts of Interest form DFY-1201.

ARTICLE III

Terms of Members

- (1) Each member shall hold office of the term of two (2) years and may be appointed to successive terms.
- (2) Any member elected 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.

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 voluntary resignation 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 noticed functions of the Board, including (but not limited to) Board meetings, Committee meetings, and/or agency interviews;
- (3) Letter or e-mail of resignation, with effective date, sent by the member to the Erie County Youth Bureau Director and Board President.

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

Members who have voluntarily resigned may reapply via the established application process. They may also be re-instated at a meeting that requires a quorum and vote of two-thirds (2/3) of the members present.

ARTICLE V

Youth Members

From any advisory council composed of our county's youth and created by this Board, the County Legislature or the County Executive, two (2) members may be appointed to sit on the Youth Services Board.

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 ten (10) regular meetings in any calendar year. 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:

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| Item I | - | Welcome/Roll Call |
| Item II | - | Approval of Minutes |
| Item III | - | Old Business |
| Item IV | - | Directors Report Reports of Staff and/or Committees |
| Item V | - | New Business |
| Item VI | - | Closing Remarks/Adjournment |

ARTICLE VII

Board Governance

- (1) The Erie County Youth Board shall be governed by a six (6) member Executive Committee.
- (2) The Executive Committee shall consist of a duly elected Board Chairperson and the five (5) Chairs of the Youth Board Standing Committees.
- (3) The Executive Committee shall be empowered to act for the Board on matters not restricted to the exclusive authority of the full Board.
- (4) The Board Chairperson shall serve for two (2) consecutive years but 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 will be elected by a 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. A vacancy in the office of Chairperson will be filled by selection of the entire Board. Vacancies in the office of a Committee Chair shall be filled by the Vice-Chair, unless said Vice-Chair is unwilling or unable to assume that role, in such an event, the Committee Chair will be filled by selection from Board members serving on the Committee in question.
- (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. Any Vice-Chair of a Standing Committee elevated to the Chair of that committee shall serve the unexpired portion of the prior Chair's term, as well as, the term (1 year) they would have served as

Chair, had the vacancy not occurred. In such case a new Vice-Chair will be selected by the members of the Committee. The newly appointed Vice-Chair will similarly serve an extended term as Vice-Chair before assume the role of Committee Chair. {Example - Chair is unable to continue, Vice-Chair becomes the “new” Chair in June and a “new” Vice-Chair is selected, on January 1, both the “new” Chair and “new” Vice-Chair remain in those positions, the following January 1, the “new” Vice-Chair begins his or her term as Committee Chair}.

ARTICLE VIII

Committees

- (1) There shall be the following Standing Committees of the Erie County Youth Board:

Darcel Hunter Scholarship Committee: The Darcel Hunter Scholarship Committee shall be entrusted with the responsibility of distributing a scholarship in memory of Darcel Hunter, former Program Coordinator of the Erie County Youth Bureau. This Committee will be responsible for marketing the scholarship to worthy candidates as well as defining the rules and regulations of scholarship distribution. The primary goal of the Committee is selecting the candidate who most embodies the virtues upon which Mr. Hunter devoted his life.

Funding Priorities and Outcomes Committee: The Funding Priorities and Outcomes Committee is responsible for tracking opportunities for improved Youth Bureau funding. The Committee shall investigate the types of programs being offered by youth agencies and/or develop the type(s) of programs which should be offered. 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.

Site Visit Committee: The Site Visit Committee will be responsible for ensuring that every Youth Bureau funded agency receives regular Site Visits from Youth Bureau Staff and Youth

Board members. The Site Visit Committee will attend more Site Visits than the required two for Board Members, and will thus be able to report back to the Board with a more detailed view of agency procedures and functioning. This Committee's findings will be essential for the Funding Priorities and Outcomes Committee to determine the best direction for Youth Bureau funding. This Committee is the front line in seeing past program paper applications by being witness to actual program delivery.

Grants Committee: The Grants Committee shall be responsible for researching any new funding opportunities available to the Youth Bureau. This Committee will investigate potential grant opportunities for which the Youth Bureau qualifies. The Committee will decide which grants are worth pursuing and how the Youth Bureau will go about pursuing them—be it through a grant writer or through writing the grant itself. Furthermore, this Committee has the responsibility of tracking all funding coming into the Youth Bureau and ensuring that continued funding is available by lobbying government officials, etc.

Gang and Violence Prevention Committee: The Gang and Violence Prevention Committee shall be responsible for creating initiatives that undermine gang activity and youth violence. This Committee will research opportunities and programs that keep youth out of gangs and out of detention facilities. The Committee is also responsible for ensuring that youth who have already been involved with the Juvenile Justice System are kept on a path that will help them become productive citizens.

- (2) The members of the Board shall serve on at least one of the Standing Committees of the Board. Board members may serve on more than one committee. Each committee shall consist of at least four (4) members of the Board and no more than six (6) members of the Board. Committees may also include liaisons. Liaisons do not count toward the minimum and maximum number of Committee members.
- (3) Each Standing Committee shall have a Chair and a Vice-Chair. The Chair shall serve a one (1) year term. At the conclusion of the term, the Vice-Chair will assume the Chair.
- (4) Each committee shall be reconstituted at the Board's general meeting in November of each year. At that time each Committee will elect a Vice Chair/Chairman Elect for the following year. Terms will commence in January of the following year.

- (5) No member may serve as Chair of more than one committee at any given time.
- (6) In addition to the Standing Committees, special committees may be formed at the discretion of the Board based upon the needs of the Board. These special committees may contain members, liaisons and/or other non-members, however, any special committee will be subject to the direction of the Board.

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 Chair of any of the Standing Committees 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 similar to 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

Youth Scholarship

- (1) In commemoration of the late Darcel E. Hunter, the Erie County Youth Bureau and Youth Board shall annually sponsor a youth scholarship entitled, "The Darcel E. Hunter Scholarship Award." Applications shall be considered from any graduating high school

senior of Erie County who meets the criteria requirements stipulated by the Erie County Youth Bureau. Those criteria requirement, as well as the amount of the award, shall be subject to annual review by the Scholarship Committee and approved by the Board. The award shall be presented at an appropriate public venue in Erie County.

ARTICLE XII

Amendments

- (1) 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 on 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-thirds (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.