



# Kyle Area Youth Advisory Council (KAYAC)

## By-Laws

*Approved 9/1/2015*



### **Purpose of Creation:**

This Youth Council Committee has been created as a sixteen (16) member committee that consists of youth ages fourteen (14) to eighteen (18), enrolled in ninth (9<sup>th</sup>) through twelfth (12<sup>th</sup>) grade levels, and either reside in the city limits of Kyle or currently attend a school in the Hays CISD School District. This Youth Council Committee shall be known as the Kyle Area Youth Advisory Council (KAYAC).

KAYAC shall be advisory in nature and has been created for the purpose of providing a youthful point of view for the Kyle City Council on community affairs and issues. This commission shall provide the opportunity for youth in the City of Kyle a formal role in the City's decision making process by hearing items and advising City Council on the youth perspective.

### **Powers and Duties:**

The KAYAC shall be instilled with the following powers and duties:

1. Assist and advise the City Council on youth issues.
2. Conduct surveys and determine the concerns and interests of the Kyle youth.
3. Encourage the initiation of programs and general interests of the youth.
4. Encourage youth leadership and responsibility through volunteerism and community involvement.
5. Enlist the cooperation of all segments of the community involvement among youth of all cultures and backgrounds.

KAYAC shall have no executive or administrative powers or authorities except herein provided.

### **Appointment and Terms:**

All KAYAC members will be selected via an open-application process and may serve in an unofficial capacity until they are ratified by City Council. Applications may be submitted online through the City of Kyle website. Selection criteria will be based upon their abilities in leadership and community involvement. Prospective applicants will be interviewed by a panel. This panel may consist of current KAYAC members, City Council members, and City staff. The interview process should be completed no later than thirty (30) days after the position becomes vacant. The KAYAC membership should at minimum include one representative of each high school grade level. The nominee(s) must be ratified by the Kyle City Council.

Each member may serve a maximum of four (4) years or up to their senior year of high school. Each member's term expires with a fourteen (14) day written notice, after three (3) unexcused absences within a school-year calendar, or three (3) months after graduation.



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### **Board Positions:**

Board Positions will be voted on and appointed by KAYAC by the last meeting in October each year. This includes but is not limited to: Chair, Vice-Chair, Secretary, Treasurer, City Council Liaison, and various committee liaison positions. The term of office for Board Positions will be one-year, or until his/her successor is duly appointed and qualified.

### **Staff Liaison:**

The City of Kyle Parks and Recreation Department will assign a City Staff Liaison to serve as Staff Liaison to the KAYAC.

### **Meetings:**

KAYAC shall hold meetings at least monthly from September until May of each year at times and places it may designate. All KAYAC members are expected to attend each meeting, special called meeting, workshop, and community projects. The presence of a majority of KAYAC currently in office shall be necessary and sufficient to constitute a quorum. Special meetings shall be called by the Chairperson or the Staff Liaison. Meeting agendas shall be posted on the City website at least seventy two (72) hours in advance or no less than twelve (12) hours for special called meetings. (Sec. 3.06 and Sec. 3.07 of City Charter)

### **Removal:**

Members of the KAYAC may be removed from office for cause by a majority of the City Council. Ground of removal include failure to satisfy the qualifications set forth in the powers and duties, substantial neglect of duty, gross misconduct in office, unexcused absences, or violations of any provision of the City's Code of Ethics. (Sec. 3.05 and Sec. 3.06 of City Charter)