

**Bylaws  
of the Youth Board  
of the CITY OF SAMMAMISH**

Whereas the Sammamish Youth Board is authorized by Resolution R2022-967 to organize, elect officers, and adopt such rules and administrative procedures consistent with the Resolution as are necessary for the conduct of its affairs and performance of its functions and responsibilities prescribed in said Resolution; Now, therefore, the organization and rules of procedures of the Sammamish Youth Board shall be as follows:

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## **ARTICLE I: Name**

The name of this youth group shall be the City of Sammamish Youth Board (SYB).

## **ARTICLE II: Object**

**Section 1. General Object.** SYB is organized in order to fully utilize the valuable resources available in the youth of the City and in order to best equip the City to be able to address problems, concerns, and needs of the youth of Sammamish.

**Section 2. Specific Object.** The specific object of the SYB shall be to provide experience and education to its participants in the workings of local government.

**Section 3. Object Scope.** The focus for projects pursued by the SYB shall be limited to within the city limits of Sammamish. Special exceptions can be made to expand scope to include projects which impact neighboring cities in King County when said impact could potentially expand to Sammamish if not addressed.

## **ARTICLE III: Members**

**Section 1. Members.** Membership in this youth board shall be limited to students residing within the city limits of Sammamish and enrolled in an area high school, junior high school, or middle school. The Board shall be composed of 30 – 40 members from varying schools.

**Section 2. Attendance.** Board members are expected to, at a minimum, participate in the following:

- A. Attend monthly SYB meetings;
- B. Attend annual fall retreat;
- C. Volunteer to serve on ad hoc committees as needed; and
- D. Respond in a timely manner to communications that require a response.

All SYB members are strongly encouraged to attend all board meetings. Each board member is required to attend 80% of the meetings during each term. In the event any board member has an unexcused absence from three or more meetings held during any calendar year, the Leadership Committee, with the concurrence of the Parks and Recreation Staff Coordinator, may declare the position vacant and a new member may be appointed.

**Section 3. Term of Office.** Board members shall serve for a term of one year beginning September 1<sup>st</sup>. Members may re-apply each year if they wish to serve multiple terms.

**Section 4. Resignation.** A board member who wishes to resign from the SYB shall notify the Chair, Co-Chair, and the City Parks and Recreation Coordinator in writing.

## **ARTICLE IV: Leadership**

**Section 1. Leadership.** The officers of the SYB shall be a Chair, Co-Chair, Secretary, Community Service, Programs, and City Liaison. Officers will be elected by members of the

Board by majority vote.

**Section 2. Term of Office.** Officers shall assume their duties at the close of the meeting at which they are elected. Officers shall serve for a term of one year. No officer shall serve for more than 2 consecutive terms in the same office.

**Section 3. Vacancy in Office.** A vacancy in any office will be filled at the next regular meeting.

**Section 4. Duties.** Officers shall perform the duties provided in this section and such other duties as are prescribed for the office in these bylaws and in the adopted parliamentary authority.

**A.** The Chair shall:

1. preside at all meetings of the SYB;
2. appoint chairpersons of committees; and
3. perform such other duties as may be assigned by the SYB or the Sammamish City Council.

**B.** The Co-Chair shall:

1. perform the duties of the Chair in the absence of or at the request of the Chair;
2. fill the unexpired term if a vacancy occurs in the office of Chair; and
3. perform such other duties as may be assigned by the SYB, the Sammamish City Council, or the Chair.

**C.** The Secretary shall:

1. record the minutes of all meetings of the SYB;
2. prepare the SYB annual report for City Council; and
3. perform such other duties as may be assigned by the SYB, the Sammamish City Council, or the Chair.

**D.** The Community Service officer shall:

1. present opportunities for community service to the group; and
2. perform such other duties as may be assigned by the SYB, the Sammamish City Council, or the Chair.

**E.** The Programs officer shall:

1. present opportunities for community events to the group;
2. serve as project manager for any event the SYB chooses to put on; and
3. perform such other duties as may be assigned by the SYB, the Sammamish City Council, or the Chair.

**F.** The City Liaison officer shall:

1. coordinate communications between the SYB and City Staff; and
2. perform such other duties as may be assigned by the SYB, the Sammamish City Council, or the Chair.

## **ARTICLE V: Meetings**

**Section 1. Regular.** Regular meetings of the SYB shall be held monthly on the third Wednesday of each month in person at Sammamish Council Chambers. Eight (8) regular meetings will be held each term, starting in September, and ending in April.

**Section 2. Annual.** A special meeting on one weekend day in September or October shall be

known as the annual retreat and shall be for the purpose of coalition building, establishing SYB yearly goals, and conducting any other business that may arise.

**Section 3. Quorum.** A simple majority of SYB members shall constitute a quorum. When a quorum is present, a simple majority vote of those in attendance suffices for all actions.

**Section 4. Meeting Notice.** No less than a 24-hour notice shall be given for any meeting cancellations.

**Section 5. Meeting Length.** Regular meetings shall begin at 6:00 pm and will adjourn no later than 7:30 pm. To continue a meeting past the adjournment time will require a majority of board members present to concur.

**Section 6. Agendas.** Agendas shall be prepared by the Parks and Recreation Staff Coordinator and SYB Leadership Team and sent to all board members at least five business days prior to a regular meeting. Special meetings may be called without preparation of an agenda.

**Section 7. Records.** Accurate minutes shall be kept of the proceedings of all meetings, findings, and determinations. Minutes shall be given to the Parks and Recreation Staff Coordinator and are subject to public disclosure upon request.

**Section 8. Annual Report.** The SYB shall prepare and submit an annual report to Sammamish City Council outlining its activities for the previous year.

**Section 9. Recommendations.** All recommendations will be forwarded in writing to the City Council and placed with the City Clerk. Recommendations will then be brought before the City Council. Any letters of support or recommendations written by the SYB must be approved by the Sammamish City Council before they can be sent to an external organization.

**Section 10. Conflict of Interest.** Any Board member having a direct or indirect interest in or who would benefit from any matter before the Board, must disclose this interest to the Board, and if deemed appropriate by the members, refrain from participating or voting on such matter.

#### **ARTICLE VI: Committees**

**Section 1. Committees.** All committees, standing or special, shall be created as the SYB shall from time to time deem necessary to carry on the work of the Board.

**Section 2. Composition.** Chairmen and members of all standing committees shall be appointed by the SYB Chair.

**Section 3. Ex-officio Membership.** The Chair and Co-Chair shall be ex-officio members of all committees.

### **ARTICLE VII: Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the SYB in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any special rules of order the SYB may adopt.

### **ARTICLE VIII: Amendments**

**Section 1.** These bylaws may be amended at any regular meeting of the SYB by a majority vote in which a quorum is present, provided that the amendment has been submitted in writing at the previous regular meeting or submitted with the call to the meeting. Any amendments must be submitted to the City Clerk and approved by Sammamish City Council prior to being adopted.

**Section 2.** Any amendments to these bylaws necessitated by Sammamish City Council shall be adopted at the next SYB meeting.