
Appendix 5.

Destin Youth Council By-Laws

ARTICLE I MEMBERSHIP

Section 1 – Representation

A total of no more than fourteen (14) members will serve on the Destin Youth Council. The Destin Youth Council shall seek in its membership a diverse representation reflecting the community.

Section 2 – Membership Qualifications

All members must live within the city limits of Destin and must be between the grades of 9 to 12. Members shall have at least a 2.25 GPA.

Section 3 – Term Limits

Terms shall be for one year, or until the student transfers or graduates from high school. Members may re-apply every year provided they remain within the grade limits of the membership qualifications.

Section 4 – Application Process

Members of the Destin Youth Council shall be chosen through an application process. Interested parties shall complete a simple application form. The Destin City Council shall review the application and select members of the Destin Youth Council.

Section 5 – Appointment of Members

Each member of the Destin City Council shall appoint two members to the Destin Youth Council.

Section 6 – Conduct

Each member of the Destin Youth Council must conduct himself or herself in a positive, friendly and law-abiding manner at all times. There will be no smoking, drinking alcoholic beverages or using illegal drugs by any member of the Youth Council. Such behavior will not be tolerated and is ground for dismissal from the Youth Council.

ARTICLE II

OFFICES

Section 1 – Offices

The City Clerk shall serve as temporary chair for purposes of presiding over the election of the Destin Youth Council Chairperson. The Destin Youth Council shall elect from its members a Chairperson, Vice-Chairperson, and Secretary. The candidate receiving a majority vote of the Destin Youth Council members is elected.

Section 2 – Officer Duties

The duties of the officers shall be as follows:

- a. The Chairperson shall preside at the meetings of the Destin Youth Council and shall be charged with the administration of the affairs of the Youth Council with assistance from the Office of the City Clerk. The Chairperson shall perform such other duties as provided by these by-laws or by rule of the Destin City Council.
- b. The duties of the Vice-Chair shall be to perform the duties and exercise the power of the Chair during the absence of the Chair.
- c. The Secretary shall determine a quorum for the meeting and report back to the City Clerk. The Secretary shall conduct the roll call at the start of the meeting. The Secretary shall preside at the meetings of the Destin Youth Council and perform the duties and exercise the power of the Chair during the absence of both the Chair and the Vice-Chair.

Section 3 – Election of Officers

The officers of the Youth Council shall be elected annually. The officers of the Youth Council shall be elected by a majority vote of the voting members present.

Section 4 – Term of Officers

The term of all offices provided for in Section one hereof shall be for one year; however that all officers shall continue to hold office until their successors are elected. Officers of the Destin Youth Council shall be elected at the first Youth Council meeting held in October of each calendar year.

Section 5 – Vacancies of Officers

Should a vacancy occur in an office of the Destin Youth Council by resignation, removal or by some other reason, the office shall be filled by an election for the vacant office at the next regular meeting of the Destin Youth Council.

ARTICLE III

MEETINGS

Section 1 – Regular Meetings

Regular meetings of the Destin Youth Council shall be held once a month on the fourth Thursday of the month, between the hours of 4:00 p.m. to 5:30 p.m. The principal meeting place of the Youth Council shall be at Destin City Hall. *Robert's Rules of Order* shall govern the proceedings of the Youth Council in all cases to which they are applicable, and in which they are not inconsistent with these by-laws. Matters for consideration by the Youth Council shall be presented only at Youth Council meetings. Before convening a meeting of the Youth Council, the Chairperson of the Youth Council shall inform the Office of the City Clerk of the subject matter of the meeting.

The Office of the City Clerk shall give public notice of the meeting in accordance with the requirements of the Florida Open Meetings Law. This notice shall include posting on the City of Destin's official website.

Section 2 – Special Meetings

Special meetings may be called upon the request of the Chairperson. Request for special meetings shall be sent via electronic mail, or by telephone, to the office of the City Clerk at least 48 hours before the time of the meeting. This request shall include the reason or reasons for requesting the special meeting. The Office of the City Clerk shall notify every member of the Youth Council via electronic mail or by telephone. No subjects other than those stated in the notice shall be considered at the special meeting.

Section 3 – Open Meetings

All meetings of the Destin Youth Council shall be open to the public and be subject to all requirements of the Florida's Open Meeting Law.

Section 4 – Quorum

The presence of a majority of the entire membership of the Destin Youth Council shall constitute a quorum for a meeting of the Youth Council. A quorum is necessary to transact official business at any meeting.

Section 5 – Voting

The affirmative vote of a majority of the members present shall be necessary to adopt a recommendation to be forwarded to the Destin City Council for review and/or possible action.

Section 6 – Order of Business

The Chairperson of the Youth Council shall, when present, call the members of the Youth Council to order. Before proceedings to business, the roll of the members shall be called, and the names of those present (and absent) entered in the minutes. If a quorum is present, the order of the business shall be:

- a. Pledge of allegiance.
- b. Approval of the minutes of the previous meeting.
- c. Unfinished business.
- d. Matters for consideration.
- e. Announcements.
- f. Adjournment.

Section 7 – Recordings of Meetings

The proceedings of the Youth Council shall be recorded by the City Clerk. Records shall be preserved in accordance with the record retention schedule established by the Office of the City Clerk.

Section 8 – Conduct of Members

No member of the Youth Council shall interfere with the orderly progress of the meeting by leaving his or her seat or engaging in unnecessary conversation. Any member guilty of any unprofessional conduct shall be reported to the Destin City Council.

Section 9 – Attendance

Attendance at regular Youth Council meetings is expected from all members. If a member cannot attend due to sickness or for a duly authorized reason, the member shall notify the Office of the City Clerk who shall notify the Chair of the Destin Youth Council. Any member who fails to appear and answer to his or her name when the roll is called at any regular meeting or special meeting shall be recorded as absent (excused or unexcused). Any member of the Destin Youth Council who missed three consecutive meetings (excused or unexcused) shall be reported to the Destin City Council.

ARTICLE IV

REPORTS

Section 1 – Annual Report to the Destin City Council

The Chairperson or his or her designee shall make a report to the Destin City Council of the activities and business of the Youth Council at least once each calendar year.

ARTICLE V

ROLE OF THE DESTIN CITY COUNCIL

Section 1 – Role of City Council

The Destin City Council shall receive recommendations from the Destin Youth Council. The Destin City Council shall provide support staff to the Destin Youth Council to assist them in carrying out their duties. The City Council shall communicate upcoming issues to the Destin Youth Council so they may respond accordingly.

ARTICLE VI

BY-LAWS AND AMENDMENTS

Section 1 – By-Laws and Amendments

The by-laws of the Youth Council shall be reviewed once each year. The by-laws may be amended at a regular stated meeting provided two-thirds of the members of the Youth Council approve the amendment in a roll call vote; providing further that the amendment is part of the agenda for the meeting and the membership has been notified in writing. By-laws and amendments must be approved by the Destin City Council in order to take effect.