



City of Carthage, Texas

Main Street Youth Advisory Council (YAC)

By-Laws & Rules of Procedure

I. NAME

The Carthage Main Street Youth Advisory Council is hereby established with the Council Members applying from Carthage High School each year at the end of their freshman year for a three year term. The founding year, 2016, freshmen, sophomores and Juniors may apply for 3, 2 or single year terms respectively.

The Council shall serve until the end of their terms.

II. PURPOSE

The purpose of the Carthage Main Street Youth Advisory Council is to encourage community engagement among the youth of Carthage for our future, to help our youth recognize the importance of volunteering and service both for their community and for their own personal growth, to encourage economic revitalization of the City of Carthage within the context of the preservation of its historic buildings using the four-point “Main Street Approach” . The “Approach” is:

1. To organize those groups, organizations, and businesses involved in the business district into a unified force behind the City of Carthage’s economic development.
2. To promote the City through regularly scheduled activities, events and sales promotions held in the City.

3. To encourage quality design in building rehabilitation and signage.
4. To initiate the economic restructuring of the City by building a competitive marketplace for the existing business and professional offices and the recruitment of new businesses.

III. MEMBERSHIP

The Carthage Main Street Youth Advisory Council shall consist of no more than twenty (20) members.

IV. DURATION OF APPOINTMENTS

1. All appointments shall be for three (3) years with the terms staggered.
2. Any vacancy on the Council shall be filled by application to and approval by the Carthage Main Street Advisory Board.
3. Resignation from the Council shall be in writing addressed to the Chairman.

V. AUTHORITY AND RESPONSIBILITY

1. To hold and conduct meetings; all meetings must be open to the public in accordance with the Texas Open Meetings Act, Section 551.00 et seq, V.T.C.A. Government Code
2. To establish and maintain a Vision and Mission Statement.
3. To initiate and cooperate with other groups on projects and activities, including any marketing or advertising that will implement the four-point approach using promotion, design, organization and economic development.
4. To compile an annual report of the activities and accomplishments of the Carthage Main Street Youth Advisory Council
5. To publicize the Carthage Main Street Program for the awareness of the citizens of Carthage.
6. To establish a Group Agreement based on the idea that mutual respect and understanding are necessary for successful teamwork and how members would like to be treated.
7. To attend at least 5 of the 9 meetings held monthly during the school months of September – May.
8. To work at least 3 Carthage Main Street events during the year.
9. To plan and execute one group project, approved by the Carthage Main Street Advisory Board, each school year
10. To spend at least 1 hour per semester at the Carthage Main Street office, to be scheduled at least 1 (one) week in advance with the Carthage Main Street Manager

VI. MEETINGS

1. There shall be one regularly scheduled meeting per month
2. Special meetings may be called by the Chairman at his/her discretion, or upon petition by a simple majority of the Council members.
3. A majority of the Council shall constitute a quorum and the concurrence of a majority of the quorum is necessary to authorize any action.
4. In order to vote on a proposal, a member must be physically present. There will be no proxy votes.
5. All meetings shall be governed by Robert's Rule of Order in the conduct of any and all meetings of the Carthage Main Street Youth Advisory Council.

VII. ORGANIZATION

1. The Council shall have a Chairman, Vice-Chairman, Secretary, Accountability Manager, Scheduling Coordinator, Social Media Coordinator and Scrapbook Coordinator
2. The Chairman, Vice-Chairman, Secretary, Accountability Manager, Scheduling Coordinator, Social Media Coordinator and Scrapbook Coordinator shall be elected from the members, on an annual basis. Nominations shall be made with a simple majority constituting approval.
3. The duties and powers of the elected officials shall be as follows:

Chairman

- a. The Chairman shall preside at all meetings of the Council.
- b. The Chairman shall represent the Carthage Main Street Youth Advisory Council in public appearances.
- c. The Chairman shall deliver to the Main Street Advisory Council recommendations from the Carthage Main Street Youth Advisory Council and upon approval present to the Mayor and City Commission.
- d. The Chairman shall appoint all committees.
- e. The Chairman shall perform other duties necessary to the office.
- f. The Chairman has the authority to delegate any duty.
- g. The Chairman shall not vote as a member of the Council, except in the event of a tie.
- h. The Chairman shall serve as a Junior Chamber Ambassador and be required to volunteer for at least 1 (one) Panola County Chamber of Commerce activity per school year.

Vice-Chairman

- a. The Vice-Chairman shall assist the Chair in the executive duties of the Council.
- b. The Vice-Chairman shall preside in the absence of the Chair.
- c. The Vice-Chairman shall represent the Carthage Main Street Youth Advisory Council at the request of the Chairman in public appearances.
- d. The Vice-Chairman shall perform such other duties necessary to the office.
- e. The Vice-Chairman shall vote as a member of the Council.
- f. The Vice-Chairman shall serve as a Junior Chamber Ambassador and be required to volunteer for at least 1 (one) Panola County Chamber of Commerce activity per school year.

Secretary

- a. The Secretary shall record minutes of each meeting and present them to the Council in a timely fashion.
- b. The Secretary shall perform such other duties necessary to the office.
- c. The Secretary shall vote as a member of the Council.
- d. The Secretary is responsible for compiling an annual report of the activities and accomplishments of the Carthage Main Street Youth Advisory Council
- e. The Secretary shall serve as a Junior Chamber Ambassador and be required to volunteer for at least 1 (one) Panola County Chamber of Commerce activity per school year.

Accountability Manager

- a. The Accountability Manager informally keeps tabs on time, agenda and how the group is working
- b. The Accountability Manager keeps people accountable for following the Group Agreement
- c. The Accountability Manager keeps up with attendance to be sure all requirements are met, will have an attendance book, each student is responsible for making sure they are marked present in the book.
- d. Keeps track of calendar for meetings, deadlines and events.
- e. The Accountability Manager shall serve as a Junior Chamber Ambassador and be required to volunteer for at least 1 (one) Panola County Chamber of Commerce activity per school year.

Scheduling Coordinator

- a. Keeps track of a calendar for meetings, deadlines and events.
- b. The Social Media Coordinator shall serve as a Junior Chamber Ambassador and be required to volunteer for at least 1 (one) Panola County Chamber of Commerce activity per school year.

Social Media Coordinator

- a. Gathers content and pics for Facebook, Twitter, etc. and posts on behalf of the group.
- b. The Social Media Coordinator shall serve as a Junior Chamber Ambassador and be required to volunteer for at least 1 (one) Panola County Chamber of Commerce activity per school year.

Scrapbook Coordinator

- a. Gathers pictures, media clippings and compiles a scrapbook to be presented to the Carthage Main Street Manager at the end of each year.
- b. The Scrapbook Coordinator shall serve as a Junior Chamber Ambassador and be required to volunteer for at least 1 (one) Panola County Chamber of Commerce activity per school year.

VIII. AMENDMENTS

These rules of procedure may be amended, repealed or altered in whole or in part by a majority vote of the membership of the Youth Advisory Council at any duly organized regularly monthly meeting of the Council. The proposed changes shall be submitted to each member at least ten (10) days before the meeting in which the change(s) is to be considered. The proposed change(s) shall be signed by its sponsor and co-sponsor.