Bylaws
XXX County Youth Board
Proposed for Adoption—Month, Day, Year

Article 1. Name

Notes: State the name of the organization.

Example: The name of this organization shall be the XXX County Youth Board and herein called the “youth board” or the “YB.”

Article 2. Purpose

Notes: Separate the purpose into two parts. Part 1 should provide a general statement about the organization’s purpose and goals. Part 2 should address the fact that the organization supports Texas AgriLife Extension Service.

Example Part 1: The XXX County Youth Board advises the county Extension agents about issues and needs in the areas of youth development. This is done by assisting the county Extension agent in six programmatic areas:

- Planning
- Implementation
- Evaluation
- Interpretation
- Committee membership to ensure optimum representation and diversity
- Use of the best practices for the management of external support funds adopted by The Texas A&M University System and Texas AgriLife Extension Service

Example Part 2: XXX County Youth Board abides and supports established Texas AgriLife Extension’s policies.

Article 3. Membership and attendance

Notes: This article should include a statement about general membership, standards and requirements. To be a member, individuals must attend organizational meetings and carry out other defined tasks, roles and responsibilities.
Membership shall be open to youth and adult leaders who have a genuine interest in the youth development in XXX County. The YB should have at least 8 but no more than 15 members. [Note: A county may specify the number to serve.]

Each member serves a 2-year term, with the terms staggered so that one-third of the members is replaced each year. The Youth Board should have a ratio of three youths to one adult. The YB members do not have to be members of other committees. Major responsibilities of members are listed below.

- Attend all meetings. The county Youth Board meets about twice a year. The president and county Extension agent(s) will provide meeting dates well in advance.
- Stay informed about the organization’s mission, services, policies and programs
- Review agendas before meetings and be ready to discuss agenda items
- Serve on task forces or coalitions and assists with special assignments as needed
- Keep current on developments concerning the county Extension base program (ANR, FCS, CED)

Article 4. Officers

The YB officers are elected at the annual fall meeting and serve 1-year terms. Elections must be coordinated by the county Extension agent(s) following Robert’s Rules of Order Newly Revised. To be eligible for an office, a person must be nominated by a county YB member.

A quorum is needed for elections to take place. Each YB should have a president, vice president and secretary but may add other offices if needed. Listed below are the functions of the YB officers.

President
- Oversees board and executive committee meetings
- Acts as a spokesperson for the organization
- Works with the county Extension agents to recruit new YB members
- Calls special YB meetings when needed
- Appoints members to special committees as needed
- Helps the county Extension agents evaluate board members’ roles and performance

Vice president
- Attends all board meetings
- Serves on the executive committee
- Carries out special assignments as requested by the board president
- Understands the duties of the board president and performs them when the president is absent

Secretary
- Attends all board meetings
- Serves on the executive committee
- Maintains all board records and ensures their accuracy
- Reviews board minutes
- Notifies members of board and committee meetings when notice is required
- Assumes the responsibilities of the president and vice president in their absence
No person shall be elected to the same office for more than two consecutive terms.

The duties of the officers shall be those that usually pertain to their offices and those duties stated in these bylaws as well as other duties assigned to them by the YB.

When a vacancy in the office of president occurs, the vice president will succeed to the position of president for the remainder of the term in office. The YB shall promptly fill the remaining term of other vacancies in office by appointment from the membership.

**Article 5. Youth Board meetings**

Notes: It is a good idea to clearly define times of the year that the Youth Board typically meets so that members understand the time frame up front. Also, this section should include the time of the year when elections would be held.

The YB shall meet twice annually. One meeting will be in the spring and the other in the fall. General agenda items for the two meetings are listed below.

**Spring**

- Review the implementation of all programs
- Review the county Extension program strategic plan to ensure that outcomes are being met
- Hear an update on task force/coalition groups
- Discuss the recruitment of new members
- Conduct other business as needed

**Fall**

- Report the results available on all outcome/output programs for that programming year
- Update the full committee on task force/coalition work
- Review program plans developed for the coming year
- Determine if a task force/coalition needs to be developed

The president shall designate the place, date and time of YB meetings. The secretary shall notify the YB membership of each meeting at least 2 weeks before the meeting date.

**Article 6. Quorum**

Notes: The bylaws should probably define a quorum for voting to take place. Most literature stipulates that at least 51 percent of the membership should be present.

A quorum of the YB consists of a minimum of 51 percent of members present at a properly called meeting of the YB. A properly called meeting is one for which the secretary has provided 2 weeks’ notice to all board members.

**Article 7. Amendments**

Note: If the bylaws need to be amended, include the steps and rules to develop, vote on and implement the changes.

These bylaws may be amended by a two-thirds majority vote of members present at a properly called meeting of the YB. At least 2 weeks before the meeting, the secretary shall send an announcement of the meeting to each member of record with notice that bylaw changes or amendments are to be acted upon. A copy of proposed amendments or changes shall be included in the meeting notice.
Article 8. Task forces and coalitions

The YB shall decide whether a task force or coalition should be formed to address an issue. The Youth Board may dissolve task forces or coalitions as well as create new ones to fulfill its plans and objectives.

Task forces and coalitions shall be empowered by the YB to consider, take action or investigate matters consistent with the plans and purposes of the YB.

Each task force and coalition will have a chair, and the person serving as chair will serve in this capacity until the task force or coalition has completed its task and is dissolved.

Reports of task force or coalition activities shall be made to the YB at its meetings. A committee representative shall give the report and submit a copy to the YB.

Task force or coalition members do not have to be members of the YB.

Article 9. Rules of order

Robert's Rules of Order Newly Revised shall be the authority on all questions of parliamentary law in which they are applicable and consistent with these bylaws.