

DEKALB TOWNSHIP COMMITTEE ON YOUTH BY-LAWS

Article I

The name of this committee shall be: DeKalb Township Committee on Youth.

Article II

Purpose

The purpose of the DeKalb Township Committee on Youth is to advise the Township Board on the provision of programs and services to combat and prevent juvenile delinquency and provide for the well-being of underserved and underprivileged youth and their families who reside in DeKalb Township through partnerships, or the creation or funding of youth activities.

Article III

Membership

Section 1 - Number of Members

The DeKalb Supervisor with the approval of the Town Board shall appoint a Committee on Youth of not less than five members and up to a maximum of ten members.

Section 2 - Membership Criteria

Members are not required to live within the DeKalb Township boundaries; however, preference shall be given to DeKalb Township residents or to individuals who by their position and/or expertise can contribute to the mission of the Committee on Youth.

Section 3 - Quorum

A quorum of members shall be considered to be a simple majority of the current voting membership.

Section 4 - Term

The Township Board shall fix the length of the committee member terms at one, two, and three years initially, staggering the terms so that after the initial appointments, the term of each member shall be for three years and so that the smallest possible portion of the terms on the committee will expire in any single calendar year.

Terms will run concurrent to the calendar year and all terms will expire on December 31st during the year his/her position is expiring. If a member leaves his/her position prior to the end of the term, the replacement will serve the remainder of the term.

Section 5 – Appointment

Interested candidates who wish to be considered for appointment to the Committee on Youth shall be required to submit a completed application form to the DeKalb Township Supervisor. The Township Supervisor shall appoint members to the committee with the approval of the Township Board.

Section 7 - Remuneration

Members shall serve without compensation but shall be allowed necessary expenses incurred in the performance of their duties.

Section 8 – Removal

A regular member missing three consecutive meetings, without good reason, shall be replaced. Such absence shall be considered as a lack of commitment and may tend to restrict the efficient functioning of the Committee. Attendance records shall be maintained by the Secretary. The Township Board or the Committee on Youth may remove a member for good cause.

Section 9 - Reinstatement

Members removed from the Committee on Youth may apply to the Supervisor for reinstatement to the Committee on Youth. Requests shall be in writing. Final action shall be as directed by the Township Board.

Section 10 – Ex-officio Members

Any member of the Township Board may attend and serve as a non-voting member of the committee. The Township Board will select one of its members to serve as the Board Liaison to the Committee on Youth

Article IV Officers

Section 1 - Officers

The officers of the DeKalb Township Committee on Youth shall be Chairperson, Vice Chairperson, and Secretary.

Section 2 - Duties of Officers

- A. The Chairperson shall preside at all meetings and perform such duties as may be required by the office in representing the Committee as a whole. The Chairperson shall appoint any subcommittee necessary with the consent of the committee and shall serve as an ex-officio member of all subcommittees.
- B. The Vice Chairperson shall fulfill the duties of the Chairperson in his/her absence.

- C. The Secretary is responsible for the minutes and designated correspondence of the Committee.

Section 3 - Nominations of Officers

The Chairperson shall request nominations from the Committee members for each office at the February meeting of every calendar year. Nominations for an office will be taken one at a time in the order of Chairperson, Vice Chairperson, and Secretary. Only members of the Committee on Youth are eligible to be nominated as officers. The Chairperson shall be allowed to make nominations for officers

Section 4 - Election of Officers

If there is only one nomination for an officer position the Committee may vote for the position at the meeting the nomination take place. Should more than one committee member be nominated for an officer position the officer shall be elected by the Committee at the next meeting of the committee, but the next meeting must take place within 30 calendar days. Votes for an office will be taken one at a time in the order of Chairperson, Vice Chairperson, and Secretary. The Chairperson shall be allowed to vote for officers

Section 5 - Term of Office

- A. The term of office shall begin on April 1st of each calendar year.
- B. A Committee member shall hold no more than one office at a time.
- C. The term of office shall be for a period of one (1) year with no officer serving more than two (2) consecutive terms in the same position.

Article V Meetings

Section 1 - Meetings

Regular meetings of the DeKalb Township Committee on Youth shall be established by the membership of the committee and shall meet in the DeKalb Township offices. The committee will approve an annual meeting schedule prior to the start of each calendar year. The committee must meet once every month at a minimum unless the committee votes to cancel a meeting. Special meetings may be called at the request of the Chairperson or any two members.

- A. Written notice stating the place, date, and hour of any meeting of the DeKalb Township Committee on Youth shall be delivered, either personally, by mail, or by email, not less than five (5) nor more than fourteen (14) days before the date of such meeting, to each member. In case of a special meeting, the purpose or purposes for which the meeting is called shall be stated in the notice.
- B. The date, time, and place of regular meetings of the Committee shall be posted as a public notice at the DeKalb Township office at least one 48 hours in advance of the

meeting. Public notice of the regular meetings shall be made in accordance with the Illinois Open Meetings Act. (Illinois Revised Statutes, Chapter 102, 41-46)

Section 2 - Special Meetings

- A. The date, time, and place of any special meetings shall be designated by whoever calls the meeting.
- B. The date, time, and place of any special meetings shall be posted as public notice at the offices of DeKalb Township, and/or in the local newspapers as designated by the Illinois Open Meetings Act. (Illinois Revised Statutes, Chapter 102, 41-46)

Article VI
Subcommittees

Subcommittees of the Committee on Youth shall be appointed by the Chairperson, with the advice and consent of the committee, as deemed necessary. The chairperson may place non-members of the Committee on Youth on a subcommittee, but members must make up a majority of any subcommittee.

Article VII
Amendment

These By-Laws may be amended by a majority vote of the Committee at any regularly scheduled meeting. Approved changes will be submitted to the Town Board for final approval.

Article VIII
Accountability

The Committee on Youth is responsible to the Township Board. Reports will be provided to the Township Board by the Committee on Youth Liaison. Each year the Committee on Youth will submit a written report to the Township Board to coincide with the annual Town Hall Meeting.

Article IX
Rules of Order

Robert's Rules of Order, newly revised edition as from time to time amended, shall govern the proceedings of the Committee on Youth except where otherwise specified in these By-Laws.

DeKalb Township Committee on Youth
By-Laws adopted April 11, 2012