

BY-LAWS

OF THE LEWIS COUNTY
YOUTH ADVISORY BOARD

Revisions Adopted
August 1, 2017

Lewis County Youth Bureau
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Article I
Establishment

Section 1

The Lewis County Youth Advisory Board was established February 5, 1997. It was created by Resolution #30-1997, adopted by the Lewis County Board of Legislators on February 5, 1997.

Section 2

By virtue of his discretion under Section 165.1 (e) of the Rules and Regulations of the New York State Division for Youth, the Director has designated this Board as an “Advisory” Board rather than a “Policy Making” Board.

Article II
Purpose

Section 1

The Lewis County Youth Board shall meet with and/or make recommendations to the Lewis County Board of Legislators, its committees and county departments regarding the provision of services to youth in Lewis County.

Section 2

The Board shall assist with and oversee the preparation of the County Comprehensive Plan for Youth Services as well as the Annual Progress Reports.

Section 3

The powers, duties, and responsibilities of the Board are as defined in Section 165.1 (e) of the Rules and Regulations of the New York State Division for Youth.

Article III
Membership

Section 1

Composition of Boards

The Youth Board shall be representative of the community it serves. It shall have from 13 – 28 members who shall be appointed by the Board of Legislators of the county. The total membership of the Youth Board shall reflect a balance between government and non-government representatives who are directly concerned with the well-being of youth, including “up to a maximum” of two (2) students from each Public School District in the County. The

student member's terms shall end when they graduate from High School, or cease to be a full time student of the District they represent." All appointments of Youth Board members shall conform to Federal, State, and/or Local requirements applicable to municipalities regarding equal opportunity and affirmative action.

Section 2

Ex-Officio

The Chairman of the Board of Legislators, the Lewis County Youth Board Legislative Committee, and the Youth Bureau Director, shall be ex-officio members of the Youth Board (ex-officio meaning a member by virtue of the office he or she holds and maintains all of the privileges of membership, but shall not be counted for the purpose of a quorum nor cast a vote).

Section 3

Conflict of Interest

If a member of the Youth Board serves as a member of the Board of Directors of an organization receiving funds through the Youth Bureau the following conditions apply:

- a. The Youth Board Member neither influences nor participates in youth bureau decisions regarding the funding or the organization;
- b. The Youth Board Member abstains from voting on decisions concerning youth bureau funding of the organization;
- c. If a Board Member's organization is requesting funding, the board member will not be present for the award(s) deliberation after presentations are made.
- d. The Youth Board Member receives no salary for his/her time as a board member; and
- e. There is not violation of applicable county law and/or policy concerning conflicts of interest.

Article IV

Officers and Duties

Section 1

The officers of the Youth "Advisory" Board shall consist of Co-Chairpersons, and a Vice-Chairperson. They shall be selected by majority vote at the Annual Meeting pursuant to Article V, Section 3. The **officers** shall be elected to a 2-year term, and shall not serve more than two (2) consecutive terms in any one office.

Article VI
Vacancies

Section 1

When a vacancy occurs through resignation or other means, said vacancy shall be called to the attention of the Chairman of the Board of Legislators.

Section 2

All recommendations to fill the vacancies shall be forwarded to the Chairman of the Board of Legislators from the consensus made by the Youth Board for review and appointment.

Article VII
Meeting

Section 1

A quorum shall consist of a simple majority of the membership.

Section 2

The Youth Board shall conduct 8-12 monthly regular meetings on a yearly basis at a time and date fixed by the Board. The regular meeting of June shall be designated as the Annual Meeting for the purpose of election of officers and for the intent of members to continue as representatives.

Section 3

The Co-Chairperson, or authorized designee shall cause each member to be notified of the date, time and place of any regular meeting of the Board by providing written notice deposited into the mail and or email, not less than seven (7) days previous to the meeting date.

Section 4

All applications received for Youth Development Funding will be mailed to Board Members to review, not less than seven (7) days previous to a regular meeting date. At a regular meeting designated by the Youth Board, all applications for funding shall be reviewed and approved by a majority of the membership.

Article VIII
Committees

Section 1

The standing committees of the Youth Board shall be as follows:

- a. **Nominating Committee:** Shall be charged with the responsibility of providing a slate of nominations for the offices of Co-Chairpersons and Vice-Chairperson at the Annual Meeting in June.

- b. **Other Committees:** The Youth Board may institute from time to time special committees for the purpose of completing special task assignments.

Section 2

The Chairperson of each standing or special committee shall designate one person at each meeting to record the minutes of that meeting.

Article IX
Amendments

Section 1

The By-Laws may be amended by the affirmative action of a two-thirds majority of the membership present at the meeting and acting at any regular, special, or Annual Meeting of the Board, providing notice of such proposal amendment is contained in the notice of such meeting.

Section 2

Any and all amendments shall be submitted to the County Board of Legislators for approval.

Article X
Process for Applying for OCFS Youth Development Funds

Section 1

A Request for Proposals for Youth Development Funds will be issued to local newspapers in October of each year. The amount of funding will be subject to the availability of annual State and County appropriations. In awarding funds, all applications are considered new and competitive. Former "automatically eligible" municipal Applicants will be applying competitively beginning in 2015 and thereafter, for the first time, for the same pool of funds. Matching funds are not required but encouraged. There is no minimum/maximum funding amount that can be

requested. However, the Youth Bureau reserves the right to place a cap on funding in each contract award. Though matching funds are not required, the strongest proposals will demonstrate support from other sources in addition to the Youth Bureau.

Section 2

Applicants being considered for OCFS Youth Development Funding will be invited to provide a brief verbal presentation of the project to the Youth Bureau at a regular scheduled meeting. Inability to provide this presentation will not exclude the applicant from consideration.

Term of Agreement: Successful programs will be given up to a 12-month time frame to complete their program and submit claims with a start date of January 1st of each year.

Section 3

Voting process for awarding Youth Development Funds: A simple majority of the membership present.

Article XI

Process for Applying for County Project Funds

Section 1

A Request for Proposals for County Project Funds will be issued to local newspapers in January of each year providing that the County Budget is passed and that monies have been allocated for this purpose. Applicants being considered for funding may be invited to provide a brief verbal presentation of the program.

Section 2

Voting Process for Awarding County Project Funds: A simple majority of the membership present.