

CAYUGA COUNTY YOUTH BOARD

BY-LAWS

Article I

Section 1: There is hereby created a Cayuga County Youth Board to consist of members, both legislative and citizen members as follows:

Legislative Members (2)
Citizen Members (9)
Youth Members (2)

Two (2) members of the Cayuga County Legislature, nine (9) adult members, and two (2) youth members with demonstrated interest in youth work.

Section 2: The two (2) members of the Cayuga County Legislature, the (9) adult members and the (2) youth members shall be appointed by the Chairman of the Cayuga County Legislature. The Youth Board shall select a Chairperson from among its own members. The Cayuga County Youth Board will act as advisory body for the Executive Director of the Youth Bureau and as liaison with the legislature if required.

Article II

Section 1: The name of this organization shall be the Cayuga County Youth Bureau.

Article III

Section 1: The purpose of the Youth Bureau shall be to coordinate and supplement the activities of public, private, and religious agencies devoted in whole or in part to the welfare and protection of youth. This purpose shall be augmented, but not necessarily limited to: (1) identifying youth needs through analysis of data collected through research or actual initiation of research, (2) assisting in the preparation of the Child and Family Services Plan, (3) developing programmatic priorities for youth service and recreation programs for Cayuga County, (4) reviewing proposed projects for conformity to programmatic priorities and make recommendations for program justification and/or funding to the Youth Board, (5) evaluating applications for and making recommendations regarding funding to the Youth Board, (6) educating member constituents in the meaning and progress of comprehensive planning and in issues relating to youth needs.

Article IV

Term of Members

Section 1: Each citizen member shall serve for a term of three (3) years and each citizen member shall be eligible for nomination to serve for a second successive term of three

years, but in no event shall eligible to be nominated for a third successive term of three years.

Article V

Meetings

Section 1: The Youth Board shall meet four times a year or at the discretion of the Chairman of the Cayuga County Youth Board. A five-day written reminder shall be given for each regular meeting by the Secretary or the Director.

Section 2: A quorum of Youth Board membership shall be defined as one more than one third of the membership.

Section 3: In the event that any member of the Board be absent, without notice or excuse, for three (3) successive meetings, the Chairman of the Board shall refer his membership to the Chairman of the County Legislature for appropriate action. The Chairman of the Legislature shall have the authority among other things to declare the position vacant.

Section 4: The Chairman of the Board shall be empowered to call special meetings for the Board upon giving three (3) days written notice thereof and must call a special meeting of the Board upon written petition of any seven (7) members of the Board.

Section 5: Each member of the Board shall have one (1) vote at each meeting, but shall not be entitled to vote by proxy nor shall any proxy be counted in determining the presence for a quorum.

Section 6: At the time fixed, the Board shall convene and the following shall be the order of business:

- Item I – Roll Call
- Item II – Approval of Minutes
- Item III – Unfinished Business
(Report of Chairman)
- Item IV – Reports of Staff & Committees
- Item V – New Business
- Item VI – Adjournment

Article VI

Officers

Section 1: The officers of the Youth Board shall consist of a Chairman and First Vice-Chairman, all of whom shall be members of the Board and appointed by the members.

Section 2: Each officer shall be chosen by the voting members at the organizational meeting in January of each year and shall serve for a term of one year.

Section 3: Vacancies in any office of the Board arising at any time shall be filled by the Board at a meeting of the Board. Such officer shall elected to fill the vacancy shall serve for the remainder of the unexpired term.

Article VII

Duties of Officers

Section 1: The Chairman shall preside at all meetings of the Board, shall appoint all necessary committees and shall be an ex-officio member of all committees, except the nominating committee.

Section 2: The First Vice-Chairman shall perform the duties of the Chairman in his absence. In addition to any such duties, the First Vice-Chairman is empowered to perform any duties assigned to him or her by the Board or the Chairman.

Section 3: The Youth Bureau Secretary shall keep minutes of all the meetings, shall prepare and mail notices and attend to all correspondence as shall be delegated.

Article VIII

Procedure

Section 1: In all matters of parliamentary procedure not covered by this plan, the organization shall be governed by Robert's Rules of Order.

Section 2: The Cayuga County Youth Bureau shall submit its proposed annual budget to the Cayuga County Legislature. Such annual budget shall be subject to the approval of the County of Cayuga Legislature. The County of Cayuga will act as a disbursing agent for the Youth Board in connection with expenditures authorized by said Bureau within the appropriation set by the County Legislature. The County Legislature shall include in its annual budget a sufficient sum for the operation of the Cayuga County Youth Bureau and the Cayuga County Legislature will submit the necessary annual budget statements and applications for State Aid to the NYS Office of Children and Family Services.

Section 3: In all projects involving application for State reimbursement through the NYS Office of Children and Family Services, the applications shall be coordinated by the Youth Bureau and shall be made in such form as prescribed or required by the NYS Office of Children and Family Services.

Section 4: The Executive Director of the Youth Bureau is appointed by the Chief Executive with recommendations by the Youth Board.

Section 5: The County shall have the authority to enter into contracts for and on behalf of the Cayuga County Youth Bureau and also to authorize the Cayuga County Youth Board to execute agreements as agent for the County of Cayuga, subject, however, to and in accordance with the provisions of this contract.

Article IX

Amendment to By-Laws

Section 1: An amendment to the By-Laws must first be introduced at one meeting.

Section 2: All Board members must receive written notification of any proposed amendment.

Section 3: Amendment then must be voted on at the next meeting and approved by a majority of the quorum as indicated in Article V, Section 2.

IN WITNESS WHEREOF, the parties hereto have signed their names and caused their official seals to be hereunto affixed the day and year first above written.

THE COUNTY OF CAYUGA

By _____ (signed)
Chairman of the Legislature

CAYUGA COUNTY YOUTH BOARD

By _____ (signed)
Chairman of the Board