



Carmel Mayor's Youth Council Bylaws

Last Updated: March 2023

Article 1. Organization Name

This organization shall be known as Carmel Mayor's Youth Council (hereafter referred to as Council). This name shall not be changed unless by unanimous decision of the Executive Committee and by approval of the Mayor of the City of Carmel.

Article 2. Mission

To empower the very best young adults of Carmel with unique leadership and service opportunities that aim to benefit the youth and the Carmel community as a whole.

Article 3. Term Limits

3.1 Beginning

The official beginning of the Council's yearly term will be decided and communicated by that Council's President and shall be scheduled for a date in June.

3.2 Ending

The official ending of the Council's yearly term will be decided and communicated by that Council's President and shall be scheduled for a date in May.

Article 4. Organizational Structure

The CMYC is an advisory committee reporting to City Staff Liaisons from the Department of Community Relations and Economic Development on behalf of the Mayor of Carmel, IN. By the power and authority of office, the Mayor has the ultimate authority to veto or ratify any decisions or actions of the Council when necessary.

Article 5. Executive Committee

5.1 Executive Committee Overview

The Executive Committee's purpose is to plan the overall direction of the Council throughout the year. The Executive Committee works together under the leadership of the Council President to form goals and timelines, and to manage the implementation of such. The Executive Committee has ultimate executive authority over CMYC decisions and actions.

5.2 Executive Committee Members

The Carmel Mayor's Youth Council will be led by an Executive Committee consisting of the Council President, Vice President of Current Activity, Vice President of Expansion, Clerk- Treasurer, and the Junior Executive Member.

5.2.1 Council President

The President has primary executive authority over CMYC decisions and actions. The President has the power to lead all Council meetings, appoint Council leaders, call special meetings of the Executive Committee, and set the overarching agenda for the Council. This position oversees all of CMYC and has the task of keeping the Council on track for its goals.

5.2.2 Vice President of Current Activity (VPCA)

The Vice President of Current Activities is in charge of overseeing the operations of events and activities that have been implemented before. The VPCA has the liberty to make decisions to ensure that recurring events and activities run smoothly and efficiently in their day-to-day operation. The VPCA will moderate and augment the work of event directors for CMYC activities and report to the Council President. In addition, the VPCA is in charge of coordinating CMYC members and outside volunteers, and this could include creating sign-ups for various events. The Vice President is responsible for getting all members to sign up for mandatory events, as well as filling slots for non-mandatory events. If a member fails to complete a task, the VPCA has the responsibility to get in contact with that member to figure out the problem and find a solution. As for outside volunteers, the VPCA is responsible for contacting them to make sure that everyone knows their roles and responsibilities.

5.2.3 Vice President of Expansion (VPE)

The Vice President of Expansion is in charge of implementing new opportunities for CMYC events. This position will work very closely with Council members to come up with new events and expansions on current events that coincide with the CMYC vision. Finally, the VPE will be in charge of formulating the framework and orientating event directors for all new events and activities. The VPE reports all progress within these new endeavors to the Council President.

5.2.4 Clerk-Treasurer

The Clerk-Treasurer is a hybrid position, combining monetary and secretarial duties. This person is in charge of the Carmel Mayor's Youth Council finances and bookkeeping, as well as taking minutes at all CMYC meetings, including general, executive, and operations meetings. Additionally, the Clerk-Treasurer is responsible for managing responsibility forms, and relaying messages from the Executive Committee to individual members.

5.2.5 Junior Executive Member

The Junior Executive Member serves as a younger viewpoint and counterbalance to senior leadership decision making. The Junior Executive Member is responsible for bringing fresh ideas to group discussions and learning from other members of the Executive Committee. The Junior Executive Member will be assigned dynamic leadership roles at the discretion of the Council President that will serve didactic and executory functions.

5.3 Executive Committee Selection

5.3.1 President and VPE

The President and VPE must be elected from the group of returning Council members. Candidates who wish to be considered for President and VPE must have no less than a 70 percent attendance rate at events (meetings and activities) for the current term. Only returning members are allowed to vote in the elections for this position.

5.3.1.1 Elections

The vote for the President and VPE will take place separately; the presidential vote will take place at the second to last meeting of each term, while the VPE vote will occur at the last meeting of each term. Each candidate for each position must present their intent to the current Council President before each of the above mentioned meetings. All

candidates for President and VPE submit a written statement, limited to 500 words that will be emailed to all members at least 48 hours before each election date. At each of the above mentioned meetings in May before the end of the school year, members present at the election meeting will mark a paper ballot (individually and away from the group) and deposit it in a ballot box. Ballots will be tallied at that time by the outgoing President and a staff member from the City of Carmel. The winner of each election must receive a plurality of the votes. In the case of a tie, the current executive committee will take a vote to decide the election. If only one member is running for a position, they will win the election and no additional voting will take place for that designated position.

5.3.2 VPCA and Clerk-Treasurer

The VPCA and Clerk-Treasurer may be either returning or new members and will be selected by election from their peers within the current term of the Council. Anyone participating in the current term of the Council may vote or run.

5.3.2.1 Elections

The vote for the VPCA and Clerk-Treasurer will take place at the first meeting of each term. Each candidate for each position must present their intent to the current Council President before this meeting. All candidates for VPCA and Clerk-Treasurer submit a written statement, limited to 500 words that will be emailed to all members at least 48 hours before election. At a meeting in June of the new Council year, members present at the election meeting will mark a paper ballot (individually and away from the group) and deposit it in a ballot box. Ballots will be tallied at that time by the outgoing President and a staff member from the City of Carmel. The winner of each election must receive a plurality of the votes. In the case of a tie, the current executive committee will take a vote to decide the election. If only one member is running for a position, they will win the election and no additional voting will take place for the designated position.

5.3.3 Junior Executive Member

The Junior Executive Member will be nominated by the Council President and confirmed by majority of the Executive Committee before December 1st of each year. The Junior Executive Member must be either a junior, sophomore or freshman in an area high school or the equivalent if engaged in alternative education.

5.3.3.1 Nomination

Before the President nominates the Junior Executive Member, the President must notify all members of the Council of the selection criteria at least one week prior to the selection process. Any member that wishes to be considered must follow the outlined process and notify the Council President of his intent. The President must make their decision impartially based solely on the merits of each candidate. After the President makes their decision, it must be confirmed unanimously by the two Vice Presidents and Clerk- Treasurer. If the primary selection is not confirmed, the secondary selection is brought to vote, and so on. If no candidate is confirmed unanimously, the primary selection becomes confirmed by default.

5.4 Replacement

In the unfortunate circumstance that one of the executive officers becomes unable or unwilling to fulfill their duties, that officer shall provide written affirmation of the desire to be removed from office and will be removed and replaced following the selection process outlined in 5.2 at the next General Council meeting.

5.5 Impeachment

In the unfortunate circumstance that one of the executive officers has neglected their duties or is no longer able to carry on their role, an impeachment process may take place

5.5.1 Initiation

The impeachment can only be initiated by an affirmative vote from a majority of the Executive Committee.

5.5.2 Voting

A member of the Executive Committee may only be impeached by a 2/3 affirmative vote from the entire Carmel Mayor's Youth Council.

5.5.3 Post-impeachment

To replace an impeached member of the Executive Committee, a selection process mirroring those outlined in section 5.2 will take place at the next General Council Meeting. All members of the Council must be notified of this procedure by the ranking member of the Executive Committee.

5.6 Executive Committee Meetings

At Executive Committee Meetings the Executive Committee will work under the leadership of the Council President to create long and short term goals, project and activity timelines, and weekly, monthly, and yearly task assignments. The decisions made during these meetings will govern the direction for the Council. The Executive Committee will hold a meeting with the City of Carmel Advisors on a monthly basis.

5.6.1 Meeting Dates

Executive Committee Meetings will take place at least once a month, before or after the regular scheduled CMYC meeting. The date, time, and location of each meeting will be determined by the Council President and communicated to each member of the Executive Committee at least 4 days prior to each meeting date. The date, time, and location of each Executive Committee Meeting will also be listed on the CMYC website's calendar for view by the public.

5.6.2 Meeting Agendas

Meetings agendas will be created by the Council President and distributed to the Executive Committee at least 24 hours before each Executive Committee Meeting. If an Executive Committee member would like to put something on the agenda or to a vote, that member must notify the President at least 24 hours in advance of the meeting via email. Agendas will be available upon request to any member of the CMYC.

5.6.2.1 Required Agenda Items

Certain items must be put on Executive Committee Meeting agendas before they are allowed to be acted upon by any member of the CMYC: appointments, new events or activities, bylaw changes, substantial changes to existing events or activities, or disciplinary action.

5.6.3 Meeting Organization

The Council President will preside over each Executive Committee Meeting. The President will go through the meeting agenda, allowing for discussion or voting where necessary. The President must also allow other members of the Executive Committee to speak on items that they wished to be added to the agenda. Other members of the Council may also be allowed to present and speak as long as there are no objections and the presentation is on the topic of the current agenda.

5.6.4 Voting

All required agenda items (5.6.2.1) must be put to a vote during the Executive Committee Meetings before implementation. Furthermore, any member of the Executive Committee may call a vote at any time on any issue that warrants sufficient consideration. Appropriate discussion must be allowed to take place before any vote can take place. All members of the Executive Committee must vote on each issue. If a physical vote cannot take place, voting by video, audio, or written communication may act as a substitute as long as it is given within 24 hours of the vote being called (any elections are excluded from this rule). If the vote cannot be completed within 24 hours, no action is to take place. The Clerk-Treasurer is responsible for recording each member's position on each vote as well as the nature of the vote. Unless otherwise noted, each vote requires only a simple majority for resulting action to take place.

5.6.5 General Council Attendance

Any member of the Council may attend each Executive Committee Meeting and may participate in the discussion where appropriate and under no objection, but they may not vote. Furthermore, meeting minutes may be requested by any member of the Council.

Article 6. Executive Operations Staff

The CMYC needs people with select skills, expertise, and leadership abilities to run specific components of the Council's daily operations on a semi-autonomous level. These members are vested with executive authority and responsibility and must perform integral roles within the overarching Council organization.

6.1 Selection

Each member of the Executive Operations Staff is appointed by the Council President at the beginning of each year or whenever there is an open spot to fill. The Council President must notify the entire Council upon the availability of a position and must make an impartial decision based on the qualifications of the individual to the particular role he wishes to fill. All appointments must be confirmed by a unanimous decision of the Executive Committee, a 2/3 vote of the general council, and will last until the current term ends.

6.2 Positions

6.2.1 External Public Relations Director

External Public Relations is concerned primarily with promoting CMYC events and activities, so this member will have to foster a relationship with various news publications, both in the high schools and in the community, as well as looking for other outlets to advertise, such as community calendars. The Director also has the task of promoting the CMYC and its various events and volunteer opportunities through many different forms of social media. Tasks include maintaining the CMYC social media accounts, and pursuing other avenues of advertising through social media. The Director has relative creative freedom with tweets and content, so long as the end goal is the promotion of the CMYC and the Carmel/Youth Community. This person should have a creative and innovative approach to this job because they are in charge of advertising and promoting the CMYC and its events in the most effective way possible. They work closely with the Graphic Design Head, the Webmaster, and the Internal Public Relations Manager.

6.2.2 Website Development Team (WDT)

The Website Development Team is responsible for the upkeep of the Carmel Mayor's Youth Council website. The WDT primary goal is to keep the content on the website fresh and up to date. To achieve this goal, the WDT will be responsible for uploading content created by the PR managers, CMYC executives, or other CMYC members. The WDT is not responsible for the content creation, but is responsible for the creation of effective content display through page creation and information system maintenance. The WDT will also work with the Editor in Chief of the Youth Perspective in the upkeep of the online portion of the Youth Perspective Project. An effective WDT will feel comfortable utilizing WordPress and have a basic understanding of both graphical layouts and HTML/CSS coding. The WDT will also work with the Graphic Design Head in creating graphics for the web content.

6.2.3 Editor in Chief of the Youth Perspective

Editor in Chief of the Youth Perspective is in charge of content for the Youth Perspective section of the website and creating a monthly print publication that highlights the Youth Perspective articles. This entails tasks such as viewing, editing, and approving Youth Perspective submissions, passing these submissions to the Webmaster, and pulling appropriate content for the print publication. Proofing and editing are required skills to hold the position as well as the ability to use a design program to create the newsletter.

6.2.4 Graphic Design Team (GDT)

The Graphic Design Team will work very closely with the, the External Public Relations Director and the WDT to create promotional material for the CMYC, its events, and other volunteer opportunities, both for the website and print material. One must have an extensive background in graphic design and have daily access to Adobe InDesign software. The GDT must be able to form and self-manage and it may include both members within and outside of the Council. The GDT will facilitate the delegation of projects among members.

6.2.5 Bike Parking Management Team (BPMT)

The Bike Parking Management Team will consist of at least two CMYC members to lead Bike Parking at the Carmel Farmers Market and/or other designated City of Carmel events. The responsibilities of the BPMT would include, but not limited to, organizing volunteer shifts each weekend, setting up/tearing down bike corrals, and bringing any monies received to Carmel City Hall – Community Relations and Economic Development Department or Mayor’s office by end of the day on Tuesday following the event.

6.2.6 Other

In the case that the Executive Committee feels it necessary to create a new Operations Staff position, they may do so through a majority vote during an Executive Committee Meeting. The selection process to fill the vacant spot mirrors the procedure outlined in 6.1.

6.3 Executive Operations Meetings

Each member of the Operations Staff should meet with the Council President, one of the Council Vice Presidents, or any combination thereof at least once a month, before or after the regular scheduled CMYC meeting in order outline objectives and evaluate past initiatives.

6.4 Impeachment

In the unfortunate circumstance that one of the Operations Staff officers has neglected their duties or is no longer able to carry on their role, an impeachment process may take place.

6.4.1 Initiation and Voting

The impeachment process may only be initiated by the current Council President. However, the Executive Committee must reach a majority vote for the impeachment to carry through. If a majority is achieved, the individual in question will be removed and replaced in accordance with the reselection process outlined in 6.4.2.

6.4.2 Reselection

The selection of a new officer to fill the vacant position will mirror the procedure outlined in 6.1.

Article 7. Event and Activity Leadership

When approved by the Executive Committee, certain events and activities will have specific event leaders who work with the Operations Staff and Executive Committee to implement the endeavor.

7.1 Responsibilities

Event and activity leaders will act as the executive directors for whichever event or activity they are leading. They will have the full support and expertise of the Operations Staff behind them as well as the mentorship of the Executive Committee. These members will work closely with either the Vice President of Current Activities or the Vice President of Expansion (depending on if the activity is new or old) during the implementation process. While they will have executive control (within the approval of the Executive Committee) they will also have executive responsibility, meaning that they will be accountable for providing the driving force behind each opportunity. These leaders will have to provide the vision and management for their project, and will likely be called to Executive Operations Meetings to collaborate with CMYC Operations Staff during the setup process. Those seeking these positions should have the proper time to complete them to best of their ability.

7.2 Selection

Each event or activity deemed appropriate for event leadership will have at least two but no more than four event or activity leaders. Selection will be made by the Council President with the confirmation of a majority of non-participatory members of the Executive Committee.

7.3 Stipulations

While the Event Directors have full control over their respective events, the Executive Committee may intervene or cancel an event if 1) Event Directors are not maintaining an agreed upon timeline of execution, 2) the event changes dramatically without Executive Committee approval, or 3) the Event Directors perform an action that damages the integrity of CMYC as a whole.

Article 8. Council Member Selection

8.1 Eligibility

All incoming and returning high school students attending a school located in Carmel or living in a home with a Carmel address shall be eligible to apply for membership. Candidates are only eligible if they apply within the one month period decided on by the Council President by the 1st of February of each year. The application month shall fall before the end of the current term.

8.2 Applications

All applicants shall submit a completed CMYC candidate application to the Selection Committee through mail. The application shall ask the applicants for basic information and educational information as well as information about their prior leadership and community service experience. The applicants shall also attach an up-to-date resume along with their applications. The yearly application requirements and questions will be decided by the Selection Committee.

8.3 Selection Committee

The Selection committee shall consist of the Council President, Vice President of Expansion, Vice President of Current Activities, Clerk-Treasurer, Junior Executive Member and no less than two City of Carmel Staff Members. The Council President will preside over the Selection Committee unless they select another member of the Selection Committee to take his spot.

8.4 Selection

All applications will be reviewed by the Selection Committee upon receipt. The Selection committee will determine the number of applicants that will be accepted into the Council. The Selection committee will determine which applicants will be invited to proceed through the interview process. Applicants must be interviewed by no less than three members of the Executive Committee and no less than two City of Carmel Staff Members. The interview process will be conducted during a designated time and place determined by the Selection committee.

8.5 Notification

Acceptances and rejections will be mailed or emailed to all applicants to the addresses provided on their applications before the end of the current term of CMYC.

Article 9. Membership Roles

9.1 Inherent Responsibilities

All members carry certain responsibilities. Inherent responsibilities include proper conduct, ethics, and pursuance of these bylaws. Members must do their utmost to effectively carry out these responsibilities during the term of each Council.

9.2 Formal Responsibilities

It is expected that all members contribute their utmost to the following areas: meeting attendance, event leadership, volunteerism, and civic engagement. It is the Executive Committee's responsibility to ensure that all members know where they stand in each of those four categories. If any individual member continually does not meet the expectations as set by the CMYC group, the member at issue shall proceed to probationary process.

9.3 Member Probation

Probation is a two- to eight-week period in which a member on probation is closely examined and coached during the time frame. Probation also entails the possibility of revocation of the recommendation letter as provided by the Mayor. This will be decided on a case by case scenario by the Executive Committee and City of Carmel Advisor(s). A Council member will be placed on probation if the member fails to fill out the Absences Google Form 72 hours prior to the meeting time for an excused absence for the second time. Medical or family emergencies and last minute commitments are exempt from this rule. Furthermore, a Council member will be placed on probation if the member fails to attend two out of the four mandatory shifts of bike parking during the summer season (June through September). A Council member will be placed on probation if the member fails to uphold the attendance policy as outlined in section 9.4. Members on probation will be required to uphold their responsibilities as outlined in section 9.2 and still be required to attend a minimum of one CMYC activity (meeting or event) per month. After the probation period has ended, member on probation will meet with the CMYC Executive Committee and City of Carmel Advisor(s) to discuss removal from probation and continued involvement with the CMYC group.

9.3.1. Violation of School Rules

If for any reason, a CMYC member violates their school's policies and are placed on suspension or expulsion, the member will automatically enter probation.

9.4 Attendance Policy

Council members will be required to attend seven out of the ten meetings in a semester. Summer months (June and July) are not included in a semester. Semester one includes the months of August to December; semester two includes the months of January to May. Special circumstances such as involvement in any school activities that will inhibit a member's ability to make meetings on a continuous basis must be explained to the Executive Committee by the beginning of the semester one. This includes activities that will not occur until the winter or spring. Council members are still expected to attend a minimum of one CMYC activity (meeting or event) per month.

9.5 Membership Termination

If there are continued breaches in a member's responsibilities, the Council President shall take the following actions: Discuss situation with City of Carmel Advisor(s) and have that member present at all future discussions on the matter of Termination; Call an Executive Committee meeting to discuss that Council member's activities; Email Council member in question and invite to an Executive Committee meeting to review that member's activities and intended outcome; The meeting shall be attended by at least 60 percent of the Executive Council (at least 3 members). If no email response is provided, a written letter will be mailed to home address certified return receipt and parents will be emailed. The Council member in question shall have 72 hours to submit a written statement on their own behalf that must be approved by the Executive Committee describing what corrective action will be taken. This Council member will be re-evaluated after 6 weeks have passed since the approval of the written statement. After re-evaluation, if the Executive Committee and City of Carmel Advisor(s) find that the Council member in question has not abided by the written statement, that member may be terminated.

Article 10. General Council Meetings

General Council Meetings will take place at least once a month.

10.1 Agenda

The Council President will preside over each meeting and provide an agenda to each member of the Council 24 hours in advance. The agenda will consist of at least three sections: upcoming commitments and responsibilities, new developments, and open forum time.

10.1.1 Upcoming Commitment Section

Each agenda will provide an overview of upcoming commitments so that every member will be aware of their upcoming responsibilities.

10.1.2 New Developments Section

Each agenda will include any newly proposed ideas and activities which will be open for discussion by the entire Council.

10.1.3 Open Forum Time

Every meeting will have open forum time, wherein anyone on the Council can make any suggestion that they would like. Everyone should have a chance to speak their mind, and this is the time to do just that.

10.2 Meeting Format

Every other week will feature a separate meeting format.

10.2.1 General Council Meeting

General Council Meetings will have a very casual format. Questions and suggestions are encouraged at any time. However, the Council President will be required to maintain order and keep the meeting moving in the interest of containing each meeting to the allotted 60 minute format.

10.2.2 General Council Meeting with Current Events

General Council Meetings with Current Events will take place in an allotted 60 minutes as well. However, the last 45 minutes will be dedicated to round-table discussion on current events.

10.3 Meeting Summaries

The Executive Committee will provide every member of the Council with a meeting summary of each General Council Meeting both via email and through the website.

Article 11. Amendment to the Bylaws

Amendments to the bylaws taking place during the current term will be subjected to a majority vote of the members of the Council and approval by the Executive Committee and City of Carmel Advisor(s); after amended bylaws have been approved by the Mayor.

Article 12. Other Powers not Explicitly Listed

All other powers of authority and action not explicitly listed in these bylaws falls in the domain of the Executive Committee under the supervision and leadership of the President. Any action that is thought to benefit the Council as a whole may be undertaken by any of these members after a vote of the Executive Committee. If any of these actions are thought to be detrimental to the wellbeing of the Council, any member may initiate a referendum vote that will be decided upon by majority vote at the conclusion of each Council meeting.