



CHARTER OF THE FREDERICK YOUTH COUNCIL

General

The Frederick Youth Council (the “Council”) is being established by the Youth Council Workgroup (the “Workgroup”) of the 12-to-24 Collaborative (the “Network”). The Network is made up of over 100 stakeholders and nonprofit youth-serving organizations in Frederick County, Maryland (the “Community”), that have come together with the shared goal of assisting and supporting young and emerging adults between the ages of 12 through 24 in the Community (collectively, the “Young and Emerging Adults”), and thereby creating greater access, and ease of access, to services available to the Young and Emerging Adults, with an ultimate goal of enhancing outcomes for the Young and Emerging Adults (the “Purpose”).

Responsibilities

In furtherance of the Purpose, in 2024 the Council will be responsible for the following:

1. Creating a written code of conduct for Voting Members of the Council (the “Voting Members”);
2. Creating a written process for addressing grievances and other organizational and operational issues associated with the Council;
3. Holding regular meetings of the members of the Council (collectively, the “Members”), generally at least monthly.
4. Providing a unified voice for Young and Emerging Adults.
5. Engaging with local government and nonprofits on behalf of Young and Emerging Adults in the Community.
6. Acting as an advocacy and polling group for Young and Emerging Adults, including with respect to:
 - a) Legislation,



- b) Community Youth Center (gathering and providing insight on design and programming),
 - c) Community Youth Council and/or Youth Center websites, and
 - d) Grant fund distribution.
7. Establishing a formal structure and charter for the Council for 2025 and beyond.
 8. Regularly reporting to the 12-to-24 Collaborative (the “Steering Committee”). The timing and content requirements of such reports shall be determined by the Steering Committee when applicable. Two Youth Council representatives will be appointed and have a vote on the Steering Committee and may serve two (2) consecutive one-year terms.
 9. Such other responsibilities as the Voting Members determine.

Members

The Council will consist of three classes of Members: Voting Members, Non-Voting Members, and a Mentor/Manager. There will be up to fifteen (15) Voting Members. Voting Members must qualify as Young and Emerging Adults at the time of appointment.

There will be two (2) to five (5) Non-Voting Members. The Non-Voting Members must be former Voting Members that are no older than 24 years old at the time of their appointment. Non-Voting Members may start their term immediately after or years after the end of their term as a Voting Member. The purpose of Non-Voting Members is to serve as advisors for the Voting Members and to share their knowledge from previous Youth Councils.

The Mentor/Manager oversees all administrative functions and oversight for the Youth Council.

Attendance Policy

Voting Members are expected to attend at least 75% of the yearly meetings. If a Voting Member misses three (3) consecutive meetings without communicating with the



Manager/Mentor, they are required to meet with the Manager/Mentor about their attendance before the dismissal process begins. Voting Members must attend at least 50% of a monthly meeting to receive their stipends.

Non-Voting Members are encouraged to come to as many meetings as they are able. In order to compensate Non-Voting Members for their time, opportunity cost, and transportation fees, a small stipend will be allocated to them per meeting that they attend. Their stipend will be 50% of the regular stipend that the Youth Council member is paid. To receive their stipend, they must also be present for at least 50% of the meeting.

Terms

Each Inaugural Member will be appointed to serve from March 2024 to September 2025. Each Member's term may be extended by an affirmative vote of the Voting Members, as provided herein.

Voting Members will be eligible to serve for a total of two (2) two-year terms, separated by at least one (1) gap year. Once the first term ends, a Voting Member may apply to be a Non-Voting Member, or they can wait one year and reapply to join the Youth Council for a second two-year term as a Voting Member. Individuals may only serve on the Youth Council for two (2) two-year terms.

After the Inaugural Council (2024-2025), staggered terms of two (2) years will be instituted, allowing for a minimum of five (5) members of the Youth Council to cycle off every year.

By 2029, all Inaugural Voting Member Youth Council seats will be replaced, and roughly five members per year will be cycled on and off the Youth Council's Voting Membership.

Non-Voting Members will be eligible to serve for one (1) one-year term. Non-Voting Members can be reappointed multiple times until they reach the age of 24.



The Manager/Mentor of the Youth Council will always be a staff person of the 12-to-24 Collaborative, Youth Center, or other affiliated organization that is responsible for contracting this position.

Nomination and Appointment of Members

Voting Members

To be eligible for appointment as a Voting Member, a Young and Emerging Adult must submit an online application to the Network. Voting Member applications will be reviewed and evaluated by the 12-to-24 Collaborative and Youth Council Members with a goal of identifying a diverse group of Young and Emerging Adults that are representative of the Community, regardless of lived experience or background. Based on that review and approval, the 12-to-24 Collaborative and Youth Council will select candidates to interview. Those candidates will be interviewed collaboratively by the 12-to-24 Collaborative and the Frederick Youth Council. The Voting Members will be appointed after the interviews have been conducted.

Non-Voting Members

All Non-Voting Members must be former members of the Youth Council, no older than 24 years old at the time of their appointment. To be considered for a position as a Non-Voting Member, either 1) Voting members must identify and nominate a person, and/or 2) the interested candidate must submit an abbreviated application to the Network as if they were applying for a position on the Youth Council. Their terms will begin and end with the Voting Members cycle. Non-Voting Members will be eligible to serve for multiple one (1) one-year terms until they reach the age of 24.

The Manager/Mentor of the Youth Council will always be a staff person of the 12-to-24 Collaborative, Youth Center, or other affiliated organization that is responsible for contracting this position.



Persons included by Invitation

There may be instances where the Youth Council requires expertise on a particular subject or may have a designated annual campaign that could benefit from a professional perspective. At these times, the Youth Council is welcome to invite elected officials, professionals in the Community (whether for-profit or nonprofit), or previous members of the Youth Council to act as advisors or debrief the Youth Council about a topic. These people may be invited to regular meetings or asked to join task forces relevant to the Youth Council's work. These individuals will volunteer their time, will not have any voting rights on the Council, nor will they receive compensation.

In the Case of a Vacancy

There may be an instance where a Youth Council member needs to step down prior to the completion of their term. If this happens within six (6) months of the beginning of a term, the Network will be required to reach out to the applicant who scored the next highest and extend an offer for them to join the Youth Council. After six (6) months, if a seat becomes unexpectedly vacant, the Youth Council must wait until the next application cycle to fill that seat.

If a member of the Non-Voting body leaves a seat vacant unexpectedly, the same policy as stated above applies.

Meetings of the Members

The Members will hold regular meetings, at least monthly. The Members may hold special meetings of the Members as needed. All meetings of the Members will be open to the Community. The Voting Members will determine the place, date, and time for all meetings of the Members.

Written notice of each meeting of the Members will be given to all of the Members at least seven (7) days prior to the meeting. Notice may be given electronically. All



meetings of the Members shall be conducted in accordance with the then-current edition of Robert's Rules of Order.

Anything herein contained to the contrary notwithstanding if a Member waives notice of any meeting, in writing, whether before or after such meeting, notice of such meeting shall not be required. Attendance at any meeting, other than for the sole purpose of objecting to the notice given with respect to such meeting, will be deemed a waiver of the notice requirements with respect to such meeting. Voting Members will only receive their monthly stipend if they attend a meeting for at least 50% of the time.

Voting

Each Voting Member shall have one (1) vote on any decision before the Council. The presence of at least two-thirds (2/3) of the Voting Members will constitute a quorum for the purpose of conducting business at any meeting of the Members. If, at any meeting of the Members, less than a quorum shall be present, a majority of those Voting Members present may adjourn the meeting until such date or time as a quorum can be present. The act of a majority of the Voting Members present at any meeting of the Members at which there is a quorum will constitute the act of the Voting Members, except as may be otherwise specifically provided herein. Any action required or permitted to be taken at a meeting of the Members may be taken without a meeting, if a unanimous written consent of the Voting Members, which sets forth such action to be taken, is signed by each Voting Member and filed with the minutes of proceedings of the Members. For purposes hereof, an email from a Voting Member affirmatively stating assent to an action (e.g., "I agree" or "I consent" or "I vote yes") will constitute that Voting Member's signed consent. The Secretary will prepare minutes of all meetings of the Members, which minutes will be delivered



Remuneration to Voting Members

Voting Members will be compensated for attendance at regular meetings of the Members. The amount of such compensation shall be determined by the 12-to-24 Collaborative. Voting Members will not receive any remuneration in connection with any meeting that such Voting Members do not actually attend.

Non-Voting Members are compensated for their time, opportunity cost, and transportation fees, through a stipend that will be allocated to them per meeting that they attend. Their stipend will be 50% of the regular stipend that the Youth Council member receives. To receive their stipend, they must be present and attend at least 50% of the meeting.

Volunteer Services

All Members are expected to provide at least twelve (12) hours of volunteer service time. Such service time shall be for programming efforts determined by the Voting Members and shall be in addition to the time spent in connection with meetings and other administrative tasks. Members will be provided with at least 72 hours' prior notice of each programming opportunity.

Dismissal of Members

Members may be removed only by the affirmative vote of at least two-thirds (2/3) of the Voting Members. Without limitation of the foregoing, Members may be removed if they (i) fail to attend 75% of the regular meetings of the Members or miss three (3) consecutive meetings of the Members without prior notice or proof of valid conflict; (ii) behave in a manner that presents a safety concern for any person or impedes the Council from functioning harmoniously as a whole; or (iii) fail to adhere to the Council's written Code of Conduct. Under the circumstances set forth in subpart (i) of the immediately preceding sentence, the offending Member may be dismissed immediately upon the requisite vote of the Voting Members. Under the circumstances set forth in subpart (ii) of



the first sentence of this paragraph, the Mentor/Manager may temporarily suspend the offending Member for a period of one (1) week, pending the vote of the Voting Members to dismiss the offending Member.

Officers

The Council will have a minimum of three (3) officers: a Chairperson; a Vice Chairperson; and a Secretary. The Chairperson and Vice Chairperson must each be a Voting Member. The Secretary may be a Voting or Non-Voting Members, as determined by the Voting Members. No person may serve simultaneously in more than one (1) office. Each officer's term may be extended by affirmative vote of the Voting Members, as provided herein. If the office of the Chairperson becomes vacant for any reason, the Vice Chairperson will become the Chairperson for the unexpired term of the vacant office, and the Voting Members will select a replacement for the now-vacant office of the Vice Chairperson for the unexpired term of the vacant office. If the office of the Vice Chairperson becomes vacant for any reason, the Voting Members will select a replacement for Vice Chairperson for the unexpired term of the vacant office.

Council members may appoint members to any position within the Council, and the available positions are not limited to the three previously stated positions. The Council has the latitude to designate new positions to the Council Members to help with efficiency, specific projects, and complete tasks.

Amendment

This Charter may not be amended without the Voting Members' affirmative vote. The Youth Council will be responsible for reviewing their Charter at least once a year.