



YOUTH LEADERSHIP COUNCIL OPERATING PROCEDURES

ARTICLE I

Name

The name of this group shall be the Youth Leadership Council (hereafter referred to as “YLC”) of the Corner Health Center.

ARTICLE II

Object

The YLC is a diverse, youth-driven group that stands to uphold leadership, promote change, and raise awareness about community health issues. The goals of the YLC are to:

- (1) research community health issues,
- (2) use media and the arts to advocate for change, and
- (3) partner with adults, youth, and other organizations to make the Corner Health Center and its surrounding community a healthier place for young people.

ARTICLE III

Members

- Section 1. Members. Members of the YLC shall be between the ages of 12 and 21 and reside in the Ypsilanti area.
- Section 2. Member Status. Active members are individuals who have been admitted to the YLC. Active members have full voting rights and are counted in the YLC’s quorum. Inactive members are individuals who have been admitted to the YLC but are on a leave of absence (see Article 4, Section 2.) Members with an inactive status are not able to vote and are therefore not counted in the YLC’s quorum.
- Section 3. Advisor. The YLC advisor shall be a staff member from the Corner Health Center.

ARTICLE IV

Attendance

- Section 1. Attendance. YLC members are expected to participate in all meetings. If a YLC member will miss a meeting, then s/he should request an excused absence prior to the meeting by contacting either the President, Vice President, or staff advisor by phone, text or email. If a YLC member does not request an excused absence prior to the meeting and is not present at said meeting, then s/he will receive an unexcused absence for that meeting. YLC members are allowed 3 unexcused absences each semester of the school year and 4 unexcused absences during the summer semester. If a YLC member exceeds her/his allotment of unexcused absences in a semester, then the President and Vice President will follow the dismissal procedures (see Article 8, Section 3.)

- Section 2. Leave of Absence. YLC members are allowed to request up to one semester leave of absence during a program year. To request a leave of absence, a YLC member must complete a Leave of Absence form and submit it to the President, Vice President, or staff advisor. While a YLC member is on a leave of absence, her/his spot in the YLC will not be replaced. If a YLC member on leave is an officer, then there shall be an automatic succession process during the leave period (i.e., Vice President becomes President). If the successor does not want to assume the new role, then the YLC shall follow the nominations and elections process (see Article 5, Section 4) to select a temporary replacement. YLC members who are on a leave of absence will be considered inactive members. YLC members will not receive a stipend while on a leave of absence. If a YLC member plans to take off more than one semester from the YLC, then s/he must withdraw from the group. S/he may reapply to the YLC at anytime.
- Section 3. Stipends. Members shall earn a stipend for their participation in the YLC. YLC members will receive \$1 for every 20 minutes of participation in a meeting. If a YLC member cannot attend a meeting and informs the staff advisor at least 30 minutes prior to the meeting, s/he will earn \$2 for the excused absence. If a YLC member misses a meeting without notifying the staff advisor, s/he will not earn any money for that meeting. Stipends will be distributed in December, May and August.

ARTICLE V

Officers

- Section 1. Officers. The officers of the YLC shall be president, vice-president, secretary, and energizer.
- Section 2. Term of Office. Officers shall assume their duties at the close of the meeting at which they are elected. Officers shall serve for a term of one year or until their successors are elected. No officer shall serve for more than two consecutive term(s) in the same office.
- Section 3. Duties. Officers shall perform the duties provided in this section and such other duties as prescribed for the office in these operating procedures.
- A. The president shall:
1. co-facilitate all meetings of the YLC;
 2. attend YLC planning meetings;
 3. keep members focused and on track during meetings; and
 4. fulfill such other duties as may be assigned by the YLC.
- B. The vice-president shall:
1. co-facilitate all meetings of the YLC;
 2. perform the duties of the president in the absence of or at the request of the president;
 3. fill the unexpired term if a vacancy occurs in the office of president;
 4. attend YLC planning meetings;
 5. keep members focused and on track during meetings; and
 6. fulfill such other duties as may be assigned by the YLC or the president.
- C. The secretary shall:
1. record the minutes of all meetings of the YLC and turn them in to the staff advisor at the end of each meeting;
 2. take attendance;
 3. conduct correspondence as directed by the YLC or the president;

4. reports to President and Vice President monthly to make sure progress has been made on action items; and
 5. fulfill such other duties as may be assigned by the YLC or the president.
- D. The energizer shall:
1. choose icebreakers;
 2. keep track of breaks;
 3. keep meetings active and productive;
 4. bring fun, energy, and positivity to all meetings; and
 5. fulfill such other duties as may be assigned by the YLC or the president.

Section 4. Nominations and Elections.

- A. Nominations shall be made by ballot at the annual meeting. The top two nominees for each position shall be announced. Nominees shall verbally state whether they choose to accept or decline the nomination.
- B. Elections shall be by ballot at the annual meeting except when there is only one nominee for an office election. In this case, the vote may be verbal.

ARTICLE VI Meetings

Section 1. Regular. Regular meetings of the YLC shall be held weekly during the academic year and twice weekly for 8-10 weeks during the summer.

Section 2. Annual. The regular meeting on the third Monday in September shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 3. Special. Special meetings of the YLC may be called by the president and vice president with sufficient notification.

Section 4. Quorum. 50% of active members of the YLC shall constitute a quorum.

ARTICLE VII Decision Making

Section 1. Representation. Each YLC member will receive one vote.

Section 2. Voting. Votes will be collected either (1) verbally with a yay or nay or (2) anonymously by ballot. The president and vice president shall decide if the vote should be verbal or anonymous. A measure is approved by majority (over 50%.) If a vote is tied, then the President shall open the floor to discussion. At the conclusion of the discussion, the YLC shall vote again. If the vote is tied again the president and vice president shall make the final decision.

ARTICLE VIII Recruitment, Admission and Dismissal

Section 1. Recruitment. The YLC will recruit new members as needed to maintain a council of fourteen youth. The YLC will hold recruitment events as needed to invite prospective YLC members to the Corner Health Center to learn about the program. The YLC will seek a diverse representation of Ypsilanti area youth.

- Section 2. Admission. Prospective YLC members may complete a YLC application and submit it to a YLC member or the staff advisor. The YLC president and vice president will schedule the review of applications during regular meetings. 50% of YLC must agree to interview an applicant in order for an interview to be scheduled. The President, Vice President, or staff advisor shall schedule interviews with approved applicants to occur during regular meetings. After the conclusion of the interviews the YLC will discuss the applicant. After which, the YLC will vote. A majority (over 50%) is required to admit an individual to the YLC.
- Section 3. Dismissal. If a YLC member is breaking the YLC contract, then the President, Vice President, and staff advisor shall meet with him/her to discuss the issue. If the inappropriate behavior continues, then the individual will be put on a three-week probation. If his/her behavior doesn't improve during that time, then he/she will be formally dismissed from the group. YLC members can report inappropriate behavior to the President, Vice President, and/or staff advisor knowing that confidentiality will be maintained.

ARTICLE IX Amendment

These operating procedures may be amended at any regular meeting of the YLC by a majority (more than 50%) vote.