

**Milwaukee Youth Council By-laws**  
**Last Revised: May 9, 2012**

**ARTICLE I**  
**MEETINGS**

**Section 1. Regular Meetings.** The regular meetings of the Youth Council shall be held once each month on the second Wednesday of the month. Whenever a regular meeting day of the Youth Council falls on a legal holiday or a day that is a holiday by usage, the regular meeting of the Youth Council shall be held on a date to be determined by the Executive Committee.

**Section 2. Special Meetings.** Special meetings may be called upon the request of any five members of the Youth Council. Any request made pursuant to this paragraph shall be submitted, in writing, to the office of the City Clerk. This request shall include the reason or reasons for requesting the special meeting. When a special meeting is called, notice shall be sent via electronic mail or by telephone to every member of the Youth Council at least 48 hours before the time of the meeting. The notice shall state the business to be transacted at the meeting and no other business shall be transacted.

**Section 3. Location.** All meetings of the Youth Council shall be held at City Hall.

**Section 4. Notification Requirements for Meetings.** Before convening a meeting of the Youth Council or any of its committees, the president of the Youth Council or a committee chair shall inform the office of the City Clerk of the time, date, place and subject matter of the meeting. The office of the City Clerk shall give public notice of the meeting in accordance with the requirements of the Wisconsin Open Meetings Law. This notice shall include posting on the City of Milwaukee's official website.

**Section 5. Quorum.** A majority of the members at the time of the meeting shall constitute a quorum.

**Section 6. Absences.** Any member who fails to appear and answer to his or her name when the roll is called at any regular meeting or special meeting, including committee meetings, shall be recorded as absent or excused. If a member cannot attend due to sickness or for a duly-authorized reason, the member shall notify the office of the City Clerk who shall notify the president or the committee chair before the meeting is called. No member present at any meeting of the Youth Council shall withdraw from the meeting without permission from the chair. >>Any member who misses three regular or any six meetings shall have his or her seat on the Youth Council deemed vacant.<<

**Section 7. Order of Business.** The president of the Youth Council shall, when present, take the chair at the hour fixed for the meeting and call the members of the Youth Council to order. Before proceeding to business, the roll of the members shall be called, and the names of those present, excused and absent entered in the minutes. If a quorum is present, the order of business shall be:

1. Pledge of allegiance.
2. Approval of the minutes of the previous meeting.
3. Presentations.
4. Unfinished business.
5. Reports of standing committees.
6. Matters for consideration
7. Communications to be ordered on file.
8. Announcements

**Section 8. Recording of Meetings.** The proceedings of the Youth Council shall be recorded. Original recordings shall be preserved in accordance with the record retention schedule established by the office of the City Clerk.

**Section 9. Rules. 1. Parliamentary Authority.** *Robert's Rules of Order* shall govern the proceedings of the Youth Council in all cases to which they are applicable, and in which they are not inconsistent with these rules, the City of Milwaukee Code of Ordinances, the Milwaukee City Charter, or the laws of the state of Wisconsin.

**2. Suspension of Rules.** No rules may be suspended, rescinded or amended without the concurrence of two-thirds of the members of the Youth Council.

**Section 10. Seconds.** A motion shall not need a second.

**Section 11. Roll Calls.** The ayes and noes shall be ordered upon any question at the request of any member and the Clerk shall call the roll of members in numerical order by aldermanic district with the exception of the Youth Council president who shall vote last. The Clerk shall enter in the minutes the names of members voting in the affirmative and those voting in the negative. No member shall explain his or her vote during the call of the roll.

## **ARTICLE II OFFICERS**

**Section 1. President.** When the Youth Council President is unable to attend to the duties of the office, his or her place shall be taken by the vice-president who shall serve as acting president of the Youth Council and discharge all the duties of the office until the president returns. If the vice-president is also absent, successors to the office shall be the remaining members of the Executive Committee by order of aldermanic district.

**Section 2. Election of Youth Council President. 1.** The Clerk shall serve as temporary chair for purposes of presiding over the election of the Youth Council president.

2. The Clerk shall call for nominations by saying: “Nominations are now in order for the office of Youth Council president.”

3. Nominations need not be seconded.

4. After all candidates have been nominated, the Clerk shall ask three times whether there are further nominations. If not, the Clerk shall declare nominations closed.

5. The Clerk shall call the roll according to the order of aldermanic districts. Each Youth Council member shall orally state the name of the candidate or his or her choice. After the roll call vote, the Clerk shall announce the totals for each candidate.

6. The candidate receiving a majority vote of the Youth Council members is elected. If no one receives the vote of the majority of Youth Council members, another ballot shall be taken repeating the procedures established in pars. 2 to 5.

**Section 3. Election of Youth Council Vice-President.** The Youth Council Vice-President shall be elected in the same manner as the President as set forth in Article II, Sec. 2, pars. 2 to 6 except that the Youth Council President shall preside over the election of the Vice-President in the same manner that the Clerk presides over the election of the President.

**Section 4. Clerk.** The City Clerk shall designate a representative of the office of the City Clerk to serve as Youth Council Clerk.

**ARTICLE III**  
**CONDUCT OF MEMBERS**

**Section 1. Decorum. 1.** Any member who fails to take his or her seat after being requested by the president to do so, or is guilty of using any profane or unparliamentary language, or is guilty of any unprofessional conduct, shall be censured by a vote of a majority of the members present. No member of the Youth Council shall interfere with the orderly progress of the meeting by leaving his or her seat or engaging in unnecessary conversation.

**2.**At Youth Council meetings, business attire is expected.

**Section 2. Remuneration.** No member of the Youth Council shall receive any remuneration for his or her services.

**Section 3. Limitations on Speech.** No member shall be recognized by the president unless the member is at his or her own place. No member shall speak more than twice on any question until all members who desire to speak have been heard, and then not without first obtaining recognition from the president. In speaking, members shall confine themselves to the question under consideration and shall avoid all personalities. The president of the Youth Council shall not address matters of substance, but shall confine his or her remarks to procedural matters, unless he or she relinquishes the chair and takes a seat among the other Youth Council members.

## **ARTICLE IV YOUTH COUNCIL FILES**

**Section 1. Form.** All Youth Council files shall be introduced in proper form, as established by the office of the City Clerk. The office of the City Clerk shall correct any mere clerical errors in any Youth Council file.

**Section 2. New Files. 1.** New matters for consideration by the Youth Council shall be presented only at Youth Council meetings. The office of the City Clerk shall not accept any matter not properly identified as to source or authorship.

**2.** All new matters introduced shall be referred to the Executive Committee for its determination as to whether they require the preparation of legislation, the gathering of additional information, are simply to be placed on the agenda of a future meeting of the Youth Council, or some combination of these. The Executive Committee shall forward to the Youth Council a report on the status of all matters referred to it pursuant to this section.

**Section 3. Adoption of Resolution on Day of Introduction.** Whenever a resolution is requested to be adopted on the same day it is introduced, the office of the City Clerk shall furnish each Youth Council member with a copy of the resolution and shall, upon request, read the resolution in its entirety. Resolutions to be adopted under this rule shall require a two-thirds vote of the members of the Youth Council at the time of the vote.

**Section 4. Reintroduction.** Whenever any measure has been introduced for the consideration of the Youth Council and failed of adoption or passage, this measure, unless substantially changed, shall not be introduced again until at least three months from the date of the Youth Council meeting at which it failed of adoption or passage.

**Section 5. Matters Placed on File.** A matter placed on file can, by motion adopted by majority vote at a regular meeting of the Youth Council, be taken from file and will follow the same procedure as if it were being originally introduced. All matters on file two years after the date of their introduction shall be deemed to have been indefinitely postponed as of the date that the matter was placed on file.

**ARTICLE V  
COMMITTEES**

**Section 1. Executive Committee.** An Executive Committee comprised of the Youth Council President, who shall be the chair; the Youth Council Vice-President; and three other members of the Youth Council appointed by the Youth Council President shall have jurisdiction over:

1. Setting the agenda for regular meetings of the Youth Council.
2. Determining whether new matters submitted for Youth Council consideration by Youth Council members require the preparation of legislation, further information to be gathered, both of the foregoing or neither.
3. Rules and procedures of the Youth Council.

~~[[Section 2. Selection Committee. No member of the Selection Committee may review applications received from his or her own district.]]~~

**Section 2. Committee Meetings. 1.** The office of the City Clerk, upon the request of the chair or a majority of the members of any committee, shall call the committee at the time and place designated by the chair or by the majority.

2. All committee meetings shall be held at City Hall.

**Section 3. Committee Reports.** When a committee has met and considered a matter referred to it, it shall report on the matter to the Youth Council. Each committee shall present a written report containing a listing of its recommendations to the Youth Council on all matters considered.