

# Littleton Next Generation Advisory Committee Draft By-Laws

**Purpose:** To allow for an opportunity for the group commonly referred to as young professionals (age 17-34) to provide input to the Mayor, City Council, and City staff about issues impacting the next generation of Littleton's citizens, leaders, and families and to encourage consideration of their viewpoint in public decision making.

The Littleton Next Generation Advisory Committee agrees to the following by-laws effective this \_\_\_\_ day of \_\_\_\_, 2018. These by-laws supersede and replace any and all prior by-laws of the Committee.

## 1. **Definitions:**

- Meetings: has the meaning described in Section 4.4 and Section 6
- Committee: Committee refers to the Littleton Next Generation Advisory Committee
- Constituency: all 17-34 year olds who live or work in Littleton
- Goals: Goals are defined in Section 2.2
- Members: Members are defined in Section 3.1
- Littleton Public Schools: aka Arapahoe County School District No. 6
- Officers: Officers are defined in Section 4.3

## 2. **Mission and Goals:**

2.1 Mission. To advance the policy interests of the 17 to 34 year-old demographic who live, study, or work in Littleton by providing recommendations, insight, suggestions, and feedback on matters of City policy that directly impact the attraction and retention of young residents and workers.

2.2 Goals. To provide insight from the 17-34 year old demographics' perspective on Council policy initiatives. Members explore topics that are of interest to the young professionals, including education, employment and economic opportunity, access to state and local government services, housing, the environment, behavioral and physical health, substance use, poverty, and increased youth civic engagement.

## 3. **Membership:**

3.1 Members. There shall be one class of members who will be comprised of individuals between the ages of 17 and 34 years old who live or work in Littleton, including a) three members enrolled at any of the Littleton Public Schools (LPS) secondary schools, b) one member enrolled at Arapahoe Community College (ACC), and c) at least three but no more than seven at-large members not enrolled at LPS or ACC who live or work in Littleton.

3.2 Selection of Members. Any openings on the Committee shall be filled through appointment by a majority vote of the City Council.

3.3 Expectations of Members. Members are expected, amongst other things, to: (i)

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attend at least 75% of the Committee meetings throughout the year, (ii) be an active and accountable participant.

### 4. Committee:

4.1 General Powers. The Committee shall have the responsibility and duty to address the needs of the Constituency by proposing the creation of policies and programmatic opportunities and by informing the necessary elected and appointed officials of those needs and recommendations. The Committee shall also serve as the meaningful voice to ensure that the Constituency is engaging with the City of Littleton.

4.2 Number, Tenure, and Qualifications. The number of Members shall be no fewer than seven (7) and no more than eleven (11) as determined by City Council. There shall be one-year and two-year terms. Members representing LPS and ACC shall serve a term of one year. At-large members shall serve a term of two years. Members generally may not serve more than three consecutive terms. A majority of the Members must be City of Littleton residents. All Members must live or work in Littleton and be between 17 and 34 years of age.

4.3 Officers. Any and all Members may nominate Members to the serve as Officers. At the first meeting, and annually thereafter, the Committee shall elect members for a one-year term as follows: (i) Chair of the Committee, (ii) Vice-Chair of the Committee, (iii) Secretary, and (iv) any other officers the Committee determines are necessary. Each officer of the Committee shall hold office until the next annual election meeting and until their successor has been elected. The Chair may not serve more than two consecutive terms. However, for good cause, as determined by the Committee and approved by the Committee, this term limitation may be waived for a Chair whose contribution or participation will be difficult or impossible to replace. Any officer elected or appointed by the Committee may be removed by the affirmative vote of three-fourths of all Members, whenever in their judgment the best interests of the Committee would be served thereby.

- a. Chair. The Chair shall be the primary executive officer of the Committee and responsible for opening the meeting, facilitating the meeting, ensuring each member has the opportunity to speak, and closing the meeting, as well as being the primary contact for the Council liaison and City of Littleton.
- b. Vice-Chair. The Vice-Chair shall be the secondary executive officer of the Committee and, in the Chair's absence, shall in general supervise all of the business and affairs of the Committee. The Vice-Chair shall perform all duties incidental to the office of Vice-Chair and such other duties as may be prescribed by the Chair or the Committee from time to time.
- c. Secretary. The Secretary shall (i) keep the minutes of the meetings of the Committee; (ii) see that notices are duly given in accordance with the provisions of these by-laws; (iii) maintain contact information of each Member, including mailing address and email address, and (iv) in general perform all duties incidental to the office of Secretary and such other duties as from time to time may be assigned by the Chair or by the Committee, including collecting and

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organizing all nominations for Officer positions.

4.4 Regular Meetings. The Committee shall meet at least quarterly and shall maintain minutes of its meetings to be posted on the City website. The Committee may recommend to the City Council bylaws, rules, procedures, terms, offices, and reporting as are necessary for the Committee to serve the function identified.

4.5 Vacancies. Any vacancy occurring in the Committee by resignation, removal, or otherwise, and any vacancies to be filled by reason of an increase in the number of members may be filled by the affirmative vote of a majority of the City Council. Any member filling a vacancy shall complete the term of the departing member whose vacancy is being filled.

4.6 Compensation. Members as such shall not receive any stated salaries or other compensation for their services on the Committee. If the committee identifies a training or event that would be of value to their mission and goals, they may make a request for funding through the City Manager's Office.

4.7 Removal. Any elected member of the Committee may be removed by the affirmative vote of three-fourths of all members, whenever in their judgment the best interests of the Committee would be served thereby, or by the affirmative vote by a majority of the City Council.

4.8 Resignations. Any Member may resign at any time by delivering or emailing written notice of their resignation to the Chair or Secretary and the Mayor. Any such resignation shall be effective at the time specified therein.

### **5. Advisors:**

5.1 City Council. A member of the City Council shall serve as a liaison to the Committee in an advisory function.

5.2 City Staff. A staff member of the City of Littleton, as appointed by the City Manager, may serve as the staff representative to the Committee.

5.3 Other advisors. The Committee may invite other advisors as the Committee deems necessary to carry out its duties and functions.

### **6. Expectations for Meetings:**

6.1 Quorum. A majority of the Members shall constitute a quorum for the purpose of conducting its business and exercising its charge and for all other purposes, but a smaller number may adjourn from time to time until a quorum is in attendance, action may be taken by the Committee upon an affirmative vote of the majority of the Members present.

6.2 Order of Business. At the regular meeting of the Committee the following shall be the order of business:

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- a. Roll Call: The Committee Secretary shall keep record of the attendance at each meeting and insure a quorum is in attendance.
- b. Review and Approval of Agenda: Prior to the meeting, the Committee Chair, with the assistance of all participants, will identify the main themes/opportunities and potential actionably opportunities and whether or not this is something the committee would like to pursue.
- c. Announcements: Any member may present information pertinent to the Committee, but that does not require any action.
- d. Public Appearances: Any member of the community may address the Committee at this time. Comments shall be respectful and limited to 3 minutes.
- e. Review and Approval of Minutes of the previous meeting(s): Members shall review and approve the content of minutes recorded by the secretary as an accurate representation of the discussion and actions taken at the previous meeting(s).
- f. City Council Liaison Activity Report: The Council liaison may or may not bring questions or policy initiatives to the meeting for input from the 17-34 year-old demographic perspective. If items are brought, the Council liaison will summarize the issue and the Chair will facilitate a discussion on the topic.
- g. Old Business: The Chair will bring forward any remaining discussion items from the prior meeting and the group will review, discuss, and revise action plans as necessary.
- h. New Business: The Chair, with the assistance of all participants, will then identify action steps, obstacles, and opportunities of new issues before the Committee.
- i. Adjournment: The Chair will adjourn the meeting.

### **7. Amendments to Bylaws:**

7.1 Amendment. These by-laws may be altered, amended, or repealed and new by-laws may be adopted by an affirmative vote of three-fourths of all members, if at least ten days' written notice is given of intention to alter, amend, or repeal or to adopt new bylaws at a meeting and an affirmative vote of a majority of the City Council.

### **8. Statement of Non-Discrimination:**

Notwithstanding any provision of these Bylaws, the Committee shall not discriminate against any director, officer, employee, applicant, or participant on the basis of sex, race, color, sexual orientation, ethnicity, or national origin.

### **7. Committee Tenure:**

7.1 Sunset. The Committee and these by-laws shall be in effect for two years, at

