

By-Laws of the Littleton Next Generation Advisory Committee
(1/31/2019)

Purpose:

The Next Generation Advisory Committee is commissioned by City Council to provide community input and recommendations to the Mayor, City Council, and City Staff as to matters impacting next generation (ages 17-34) of Littleton's citizens, visitors, businesses, leaders, and families and to encourage thoughtful consideration of policy making, city planning, and community building by the City of Littleton.

The Littleton Next Generation Advisory Committee agrees to the following By-Laws effective this _____ day of _____, 2019. 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, which shall have a perpetual existence.
- Constituency: all 17-34 year olds who live, work, or attend school 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 support the City Council's vision statement with thoughtful, considerate and insightful recommendations, suggestions and feedback, on matters of City policy that directly impact the attraction and retention of young residents and employees.

2.2 Goals: The creation of this committee stems from City Council's third strategic imperative of building collaborative relationships. Increasing engagement from the 17-34 year-old demographic will build relationships by listening, moving past preconceived notions, and seeking a voice from an often underrepresented demographic. This committee will also provide insight from the 17-34 year old demographics' perspective on Council policy initiatives and goals. This Advisory Committee shall explore topics that are important to a younger demographic including, but not limited to, education, employment and economic opportunity, access to local government services, housing, the environment, transportation, city planning, and overall increased civic engagement.

3. Membership:

3.1 Members. There shall be one class of members who will be comprised of individuals between the ages of approximately 17-34 years old who live or work in Littleton, including a) not more than three members enrolled at Heritage, Littleton or Options High Schools (students living within the City limits but attending other high schools may also be

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members), 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 the City Council based on recommendations from Littleton Public Schools, ACC, or the committee.

3.3 Expectations of Members. Members are expected, amongst other things, to: (i) attend at least 75% of the Committee meetings throughout the year, (ii) be an active and accountable participant. Members should also stay current with City policy initiatives, as well as attend/watch City Council meetings.

4. **Committee:**

4.1 General Purpose. The Committee shall serve as a 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 and generally may not serve more than two consecutive one-year terms. At-large members shall serve a term of two years. At-large terms shall be staggered so as to no more than half of the terms end in a single year. At-large members generally may not serve more than three consecutive two-year 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 his or her 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.

4.3 (a) Chair. The Chair shall be the primary executive officer of the Committee and responsible for opening the meeting, facilitating the meeting, and 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.

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4.3 (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. In general, 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.

4.3 (c) Secretary. The Secretary shall (i) keep the minutes of the meetings of the Committee and submit said minutes to the City Clerk; (ii) maintain contact information of each Member, including mailing address and email address, and (iii) 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 for collecting and 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 submitted to the City Clerk.

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 via appointment by 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 compensation for their services on the Committee.

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 to assist as necessary to carry out its duties and functions.

6. Expectations for Meetings:

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

- a. Roll Call: The Committee Secretary shall keep record of the attendance at each meeting and insure a quorum is in attendance.
- b. Agenda: Prior to the meeting, the Committee Chair, with the assistance of participants, will develop the agenda.
- c. City Council Liaison Activity Report: The Council liaison may or may not bring questions or policy initiatives to the meeting for input from the constituency. If items are brought, the Council liaison will summarize the issue and the Chair

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will facilitate a discussion on the topic.

7. **Amendments to Bylaws:**

7.1 Amendment. These Bylaws may be altered, amended, or repealed and new By-Laws may be adopted by the City Council.

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

8.1 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.

9. **Committee Tenure:**

9.1 Sunset. The Committee and these by-laws shall be in effect for two years, at which time, City Council will review the Committee and determine whether or not to continue, modify, or dissolve. Having the Committee operate on its own as an independent group would be the ultimate goal.

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THE UNDERSIGNED, being the at least a three-fourths (3/4) majority of the current Members, hereby certify that they have, pursuant to Colorado law and other authority, adopted the foregoing By-Laws as and for the By-Laws of the Committee.

Print name

Member signature

Print name

Member signature