



Youth Advisory Committee of the Community Foundation for Delta County  
**OPERATING GUIDELINES**

The **YOUTH ADVISORY COMMITTEE** (YAC) serves as a permanent advisory committee of the Community Foundation for Delta County. As such, it shall follow the best practices and adhere to the principles of said foundation.

I. **MEMBERSHIP** of the YAC shall consist of the following:

- a). A minimum of one (1) and up to a maximum of six (6) members from each of the six school districts (Escanaba, Gladstone, Rapid River, Big Bay de Noc, Mid-Peninsula, and Bark River), and may also include youth from Bay de Noc Community College, Holy Name Central Grade School, James R. Fitzharris High School, Hannahville Indian School, Seventh Day Adventist and those youth who are home schooled.
- b). Youth eligible to become YAC members should be at least in the eighth grade.
- c). The YAC membership shall be representative of a diverse youth population.
- d). A member may be removed by a majority vote of the remaining members for causes, including but not limited to, failure to attend three consecutive monthly meetings unexcused.
  - 1). Resignation by any member will be accepted in written form to the YAC President or a YAC advisor.
  - 2). Vacancies occurring in the YAC membership shall be replaced deemed necessary.

II. **MEETINGS**

- a). Regular monthly meetings will be held on the second Sunday of each month, unless a date is established at the preceding meeting or by special notice.
- b). Special meetings may be called by the YAC President, YAC Advisors, and/or foundation director by notification and is to include the purpose of the meeting.

**III. QUORUM**

A quorum for a regular or special meeting shall consist of at least one-third of the current YAC membership and representative of three (3) school districts in attendance.

**IV. VOTING**

- a). Each YAC member will have one vote.
- b). A majority vote shall rule the decision.

**V. OFFICERS**

a). The YAC officers shall be President, Vice-President, Secretary and Historian. These officers will be selected keeping in mind the qualifications including dedication, organizational skills and leadership.

b). Duties of officers shall consist of, but not limited to as follows:

**President:** Presiding officer, develop the agenda, coordinate with adult advisors, serve as a member on the Board of Trustees.

**Vice President:** Presiding officer in the absence of the President, reserve meeting rooms, and oversee committees.

**Secretary:** Record minutes of meetings, keep an updated membership list, and disburse information to YAC members and to the foundation office.

**Historian:** Maintain scrapbook on all YAC activities and achievements of YAC members.

c). Terms of office shall be for one year, beginning on July 1 and expire on June 31 of each year. A vacancy occurring in an office of the YAC shall result in notification of all YAC members prior to a meeting and a subsequent vote to fill that office will take place.

**VI. COMMITTEES**

a). Grants committee shall consist of members present at the meeting for the purpose to review all grant applications and to make recommendations to the Board of Trustees of the Community Foundation for Delta County. The committee shall also be responsible for a follow-up report on each grant approved by YAC and the Board of Trustees.

b). An annual budget will be developed in accordance with funding made available to the YAC at their regular October meeting.

c). Board of Trustees Representatives shall consist of two YAC members- the current YAC president and another member selected by YAC, pending approval by the Community Foundation for Delta County. The YAC members selected, must be at least sixteen years of age to serve on the Foundation Board. Selection will take place during the regular election of officers. In the event the elected President is not sixteen years of age, a representative will be elected by the YAC and submitted for the Board of Trustees for approval.

***VII. ADULT ADVISORS***

a). YAC advisors shall include at least one Foundation Board member and other selected community adults approved by the Community Foundation for Delta County Board of Trustees. Adult Advisors will be responsible for providing leadership for the YAC, overseeing the meetings and activities, and serving as mentors to the youth.

Guidelines Adopted : 1993

Revised: \_\_\_\_\_