



Indiana Legislative Youth Advisory Council

Charter & Bylaws

Adopted

As the Indiana Legislative Youth Advisory Council, we strive to voice youth opinions, examine issues of importance to Indiana youth and vocalize concerns to legislators. We promote youth participation in State and municipal governments and foster long-lasting relationships between state legislators, state legislative leadership, adults, and young people.

Article I: Name

Section 1: This organization shall be known formally as the Indiana Legislative Youth Advisory Council. This informal name of this membership shall be ILYAC. For the purposes of council documentation, the Indiana Legislative Youth Advisory Council shall be referred to as the Council.

Article II: Membership

Section 1: The Council consists of twenty-two members who, at the time of appointment, are between the ages of sixteen (16) and twenty (20). Members shall serve two-year terms and, if eligible, may be reappointed for subsequent two-year terms. The council members are appointed by:

- The Governor
- The President Pro Tempore for the Senate
- The Minority Leader of the Senate
- The Speaker of the House
- The Minority Leader of the House

Article III: Officers

Section 1: Officers – The Council will elect three (3) main chairs at the first meeting of each fiscal year, as per listed below. Furthermore, members must have served for at least (one) year to be eligible to run for office. Ineligible members may only fill these positions if no eligible members are willing to serve or no eligible members are on the Council.

Chair of the Indiana Legislative Youth Advisory Council

- Executive Officer
- Plans and coordinates meetings, creates meeting agendas
- Facilitates discussions
- Serves as official spokesperson
- Oversees other officers and committees
- Oversees communication between the legislature and ILYAC
- Prepares “one-pagers” for legislators
- Will serve as the liaison between council members and the ILYAC staff
- Assigns members to contact legislators and track bills
- Oversees bill trackers and analysis



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Vice Chair of the Indiana Legislative Youth Advisory Council

- Answers Council e-mail
- Assists the Chair as requested
- Serves as Chair in the absence of the Chair
- Taking accurate and complete minutes of all Council meetings
- Oversees annual legislative reports

Secretary of the Indiana Legislative Youth Advisory Council

- Take detailed minutes
- Prepares press releases
- Maintain memberships records and databases
- Maintain/oversee communication networks (Facebook, websites et cetera)
- Keep tabs on other state councils
- Maintain/oversee fundraising

Article IV: Meetings

Section 1: Regular Meetings – The Indiana Legislative Youth Advisory Council shall meet three (3) to six (6) times annually.

1. *Except in extreme circumstances*, at least 30 days' notice must be issued to all Council members and staff including the date, time, and location.

Section 2: Special Meetings – Special meetings shall be held at the call of the Chair or fifty percent (50%) of the membership.

1. At least ten (10) days' notice must be issued to all Council members and staff including the date, time, and location.

Section 3: Committee – Committee, may occur during any council meetings at the Council's pleasure. Appointments may be made to committees at the Chair's pleasure. *Committees shall only conduct business at meetings, but this shall not restrict member's ability to carry out approved actions outside of the meetings (i.e. testify).*

Article V: Quorum

For ILYAC, a quorum is 60% of all filled positions plus one. Positions that are vacant, for any reason, are not counted in the total number of filled positions. If a quorum is not, any business transaction is null and void.

The minimum number of officers who must be present to conduct business include a presiding officer and a secretary. These members are counted in determining whether there is a quorum.



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At meetings where a quorum is not present, the only actions that may be legally taken are to fix a time for adjournment, adjourn recess, or take measures to obtain a quorum (such as contacting absent members).

Article VI: Endorsements

Section 1: Endorsement meetings – All regular scheduled meetings shall be open to agenda items relating to the endorsement of pending legislation or new bills created by the Indiana Legislative Youth Advisory council.

Section 2: Issues of public interest – Resolutions on issues of specific public interest may be debated and voted upon without prior notice. Such resolutions must be passed by simple majority.

Section 3: Public Statement – No public statement of endorsement may be made without the Council's specific endorsement as defined in this article.

Article VII: Policy

Section 1: Ideas – It shall be the policy of this organization to endeavor and to uphold all the ideals set forth in this chapter.

Article VIII: Rules of Order

Sections 1: Rules – The rules contained in the 1990 Scott, Foresman edition of *Roberts's Rules of Order*, newly revised, shall govern the actions of this Council.

Article IX: Dress Code

At least coordinating business casual is required. The executive board and the IBF reserve the right to request business professional attire for any ILYAC function. Violation(s) of the dress code could result in participation restriction and/or expulsion from the Council.