



Indiana Legislative Youth Advisory Council

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 may consist of up to twenty-two (22) 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 (2)
- The President Pro Tempore for the Senate (5)
- The Minority Leader of the Senate (5)
- The Speaker of the House (5)
- The Minority Leader of the House (5)

Article III: Officers

Section 1: Officers - The Council will elect four (4) main officers at the first meeting of each fiscal year, as per listed below.

Chair of Council

- Executive Officer
- Chairs all meetings
 - Appoints Chair Pro Tempore if absent from meeting
- Plans and coordinates meetings, creates meeting agendas
- Drafts Council-wide emails
- Serves as official spokesperson
- Assists/oversees officers and committees
- Oversees communication with the legislature or other organizations
- Oversees budget and fundraising efforts
- Assigns appropriate tasks to officers, committees, and members
- Prepares officer report on council-wide direction, progress, and plans each meeting

Communications Chair



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- Head of the Annual Report
- Oversees all Annual Report committees
- Oversees completion and editing of the Annual Report
- Increases media awareness of the Council
- Drafts consistent press releases
- Edits all major written releases
- Take detailed meeting minutes
- Record meeting attendance
- Maintain memberships records and databases
- Prepares officer report on Annual Report each meeting
- Assists the Chair as requested

Political Affairs Chair

- Head of Advocacy Efforts
- Chair of Political Affairs Committee
- Increases legislator and political organizations awareness of the Council
- Assigns members to contact legislators and track bills
- Oversees bill trackers and analysis
- Prepares “one-pagers” for legislators
- Assists the Chair in increasing relations with the legislature and other organizations
- Prepares officer report on advocacy efforts each meeting
- Assists the Chair as requested

Outreach Chair

- Head of Web Presence
- Chair of Outreach Committee
- Maintains Social Media presence
- Design, maintain, and update the Council's website
- Leads member recruitment efforts
- Prepares officer report on outreach each meeting
- Assists the Chair as requested

Section 2: Special Elections and Appointments – If an Officer position is vacated for any reason before their term is finished, one of two will happen. If the vacant position is that of Chair, a special election amongst all Council members shall occur as soon as possible during a meeting. If the vacant position is that of any other Officer, the remaining Officers shall require a majority vote to appoint a Council member to the position. These appointments may occur outside of meetings and require Officers to inform Council members of the situation and accept nominations.

Section 3: Deputies – Officers may, with consent of the Chair, appoint between one (1) and three (3) Deputies to assist them in their roles. These Deputies will serve on Officers committee, if applicable, shall be given specific responsibilities by their Officer, and, although not Officers themselves, will be invited to join all Officer meetings. Such deputies may include but are not limited to: Deputy Chair (Chair), Deputy of Media (Communications), Deputy of the House/Senate (Political Affairs), Deputy of Graphics (Outreach).



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Article IV: Meetings

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

1. At least thirty (30) days' notice must be issued to all Council members and staff.

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.

Article V: Quorum

Section 1: Setting Quorum – Attendance shall be taken at the beginning of every meeting. Quorum is met when a majority of all Council members are present.

Section 2: Quorum Rules – Major decisions (i.e. elections, endorsements, annual reports, policy stances, amendments) require quorum and a majority of all Council members to vote in favor. All minor Council decisions (i.e. Committee, discussion, planning, tasking) do not require quorum.

Article VI: Committees

Section 1: Committee Formation – Committees may be formed by any officer to serve any organizational purpose, with consent of the Chair. The purview of the committee must be outlined at its formation.

Section 2: Committee Makeup – Committees shall be made up of one Committee Chair, either the forming officer or appointed member, and Committee Members. Committee Chairs, or the Chair, shall appoint Committee Membership. Committees have no restriction on max membership and Council Members are not restricted in the maximum number of Committees they may join. Committee Chairs may remove Committee Members at any time with consent of the Chair.

Section 3: Committee – Committee sessions may occur during any Council meetings at the Chair's pleasure. Committees shall conduct business at meetings and, at the discretion of the Committee Chair or Chair, outside of the meeting.

Article VII: 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.



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VIII: Policy

Section 1: Issues – The Council shall endeavor to represent young people to the Indiana General Assembly concerning the following issues:

- (1) education;
- (2) employment;
- (3) strategies to increase youth involvement in state and local government;
- (4) safe environments for youth;
- (5) substance abuse;
- (6) emotional and physical health;
- (7) foster care;
- (8) poverty;
- (9) homelessness; and
- (10) youth access to state and local services.

Article IX: Participation and Impacts

Section 1: Participation – Participation shall be defined as making a substantive effort in contributing to the Council. The two major parts that participation consists of is attendance and contributions in meetings and work ethic and task completion outside of meetings.

Section 2: Incentives – Council Members who meaningfully participate in the Council will have several benefits including but not limited to:

- (1) receiving nomination for year-end Council recognition;
- (2) being recognized by name on annual reports, one-pagers, emails, committee reports, and web posts;
- (3) being looked at more favorably for Deputy, Committee Chair, or Officer positions; and
- (4) being given priority in selection for communications with legislators and interest groups;

Section 3: Disincentives – Council Members who fail to consistently participate in the Council will have several drawbacks including but not limited to:

- (1) verbal warning;
- (2) losing an Officer, Deputy, or Committee Chair position with a majority vote by officers and approval by the Indiana Bar Foundation (Foundation) advisor; and
- (3) being removed from the Council in the event of missing more than 2 meetings a year;

Article X: Dress Code

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

Article XI: Amendments

Section 1: Ratifying Amendments – Any member may propose amendments to this document. Proposed changes must be presented at a meeting which have met quorum and must be voted upon. Upon a majority of all Council Members voting in support and with agreement from the Foundation Advisor, the amendment shall be ratified.