



## Indiana Legislative Youth Advisory Council Council Bylaws | Ratified June 12th, 2020

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### Mission

Per authorizing statute IC 2-5-29, the Council advises the General Assembly on topics related to Indiana youth through the suggestion, endorsement, and advocacy of relevant legislation and policy. The council is included in the budget of the Indiana Department of Education, supported by grants and donors, and overseen by the Indiana Bar Foundation.

### Article I: Name

Chapter 1. Definitions - The “youth advisory council” established by Title 2, Article 4, Chapter 29 of the Indiana Code (IC 2-5-29), as well as the relevant Indiana Code itself, will be referred to as the “Council” and the “Authorizing Statute”, respectively.

Chapter 2. Names - The official name for the Council is the “Indiana Legislative Youth Advisory Council”, where “ILYAC” is an appropriate shorthand name.

### Article II: Amendments to the Authorizing Statute

Chapter 1. The Authorizing Statute - *Operating procedures explicitly described in the Authorizing Statute (IC 2-5-29) cannot be amended by the Council directly through the bylaws.* A legislative amendment to the Authorizing Statute must instead be proposed and ratified by the Indiana General Assembly, through the passage of a House or Senate Bill into Public Law.

### Article III: Membership

Chapter 1. Membership - As described in the Authorizing Statute, the Council may consist of up to twenty-two (22) members who, at the time of appointment, are between the at least sixteen years old (16) and no older than twenty (20). Members shall serve two year terms, and, if eligible, may be reappointed for subsequent two-year terms. Council members are appointed by:

- The Governor (2)
- The President Pro Tempore of the Senate (5)
- The Speaker of the House (5)
- The Minority Leader of the Senate (5)
- The Minority Leader of the House (5)

Chapter 2. The Petition Packet - To assist the General Assembly in the annual selection of new council members, the Council shall endeavor to facilitate a member-run “Petition Packet” process. This process shall encourage high-achieving students across the State to seek a prospective council membership through the completion of said Petition Packet.

Section 1. Distribution - This Petition Packet shall be distributed throughout the year on the council's member-run website and/or on the website of the Indiana Bar Foundation. The Packet may also be distributed to high schools and universities across the State.

Section 2. Submission - Petition Packets from students shall be accepted throughout the year.

Section 3. Evaluation. Completed Petition Packets shall be evaluated by council leadership at the end of a school semester (either fall or spring) in which the Packet was submitted. Exemplary Packets shall be sent to the General Assembly for suggested appointment to the council the following semester.

Section 4. Clarification. Students who submit Packets shall be clearly notified that the completion of a Packet does not guarantee a council appointment. They shall also be notified that if their Packet is submitted to the General Assembly, legislative leadership offices may choose to conduct additional "vetting" processes such as phone calls or interviews.

## Article IV: Officers

Chapter 1. The Chair - As described in the Authorizing Statute, the Council will annually elect a Council Chair from among their members. The Chair serves as the executive representative for the Council at all official events or testimonials, including with the General Assembly or other governmental organizations.

Section 1. Responsibilities - Individual responsibilities specific to the Chair include the following.

- Chairs all meetings. Appoints a chair *pro tempore* if absent from a meeting.
- Plans for and oversees legislative advocacy efforts, and prepares appropriate one-pagers.
- Plans and oversees assignments delegated to members and officers.
- Plans and oversees legislative reports submitted to the General Assembly.
- Plans and oversees budget and fundraising efforts.
- Increases awareness of the Council during meetings with political organizations.

Chapter 2. The Legislative Liaison - Although not required by the Authorizing Statute, the Council will annually elect a Council Legislative Liaison from among the members. The Legislative Liaison shall assist the Council Chair in carrying out executive and legislative responsibilities.

Section 1. Responsibilities - Individual responsibilities specific to the Legislative Liaison include the following.

- Serves as a delegated representative for the Council at official events or testimonials, including the General Assembly, at the discretion of the Council Chair or Advisor.
- Assists the Chair in increasing relations with the legislature and other organizations,
- Assists the Chair with legislative advocacy efforts, and prepares appropriate one-pagers.

Chapter 3. The Secretary - Although not required by the Authorizing Statute, the Council will annually elect a Council Secretary from among the members. The Secretary shall assist the Council Chair and Officers in distributing Petition Packets, Legislative Reports, maintaining a social media presence, and other council memorandum , and may serve as an executive representative Council for the Chair as needed.

Section 1. Responsibilities - Individual responsibilities specific to the Secretary include the following.

- Shall distribute Petition Packets via email to high schools and universities across the State.
- Takes detailed meeting minutes. Appoints a secretary-designate if absent from the meeting.
- Drafts and publishes press and media releases, passages for inclusion in legislative reports, and other memorandum using official council letterhead.
- Provides any prepared documents to the Chair for distribution as needed.
- Updates the Council's LinkedIn/Twitter pages with official media on a reasonable basis.
- Shall endeavor to prepare a Council bi-yearly Newsletter.

Chapter 4. The Annual Election - An Annual Election shall be held once (1) during a given Council year in order to elect council members to the three (3) officer positions described in this Article. This Annual Election shall be heavily encouraged to be held during the official end-of-year council meeting immediately prior to summer recess. This decision allows for the election of leadership for the following academic year, while also providing the incoming leadership team with a summer transition period before the start of the following academic year . The chair or the Advisor may call this Annual Election anytime during the Council session as appropriate and with member approval.

Section 1. Before Election Day - Candidates for any office do not need to declare their candidacy until the day of the meeting in which the election is to be held.

Section 2. On Election Day - Attached are election proceedings that should be followed during council elections.

1. The council advisor or other neutral third-party should be present during election proceedings.
2. The presiding council chair will begin by notifying all interested candidates that an officer can and will be removed from office for missing two or more meetings during a council session.
3. The presiding council chair will ask for any candidates interested in the council chair position to declare themselves. The chair is able to declare themselves as a candidate.
4. After each candidate declares themselves, the chair will ask that candidate if they would also like to declare themselves a candidate for either legislative liaison or secretary should they NOT win election to the council chair position. Candidates for chair should be heavily encouraged to choose just one of these two deputy positions.
5. After candidacy declaration has ended, then each candidate for chair will get three (3) minutes, or whatever number is deemed appropriate by the council at the time of the election, to provide a brief speech in support of their run.

6. After candidate speeches have ended, then the election will formally proceed in one of two ways depending on the number of candidates declared:
  - a. IF THERE ARE THREE OR MORE DECLARED CANDIDATES - The election shall proceed as normal with ballot submission to the council advisor or other neutral third-party. The “top two” candidates with the most votes among submitted ballots shall immediately proceed to a second round of voting among council members. At this point, the council may decide to grant these “top two” candidates an additional 1-2 minutes of speaking time to support their candidacy. The election shall once again proceed as normal with ballot submission to the council advisor or other neutral third-party. The “top two” candidate with the most votes among submitted ballots wins.
  - b. IF THERE ARE ONLY TWO DECLARED CANDIDATES - The election shall proceed as normal with ballot submission to the council advisor or other neutral third-party. The candidate with the most votes among submitted ballots wins.
    - i. IF THERE IS A TIE AMONG THE TWO DECLARED CANDIDATES - If there is a tie among the two declared candidates, then there should not be another round of voting. Instead, the two candidates shall endeavor to split the term of council chair jointly between the fall and spring semesters, without overlap. This “co-chair” arrangement of the leadership position is only permitted for the council chairman position and is NOT permitted for the secretary and legislative liaison positions.
7. After AND ONLY AFTER a chair has been elected, then elections for secretary and legislative liaison can proceed, following the same guidelines in prior steps 3 through 6. The only difference will be that if there is a tie among two declared candidates for either secretary or legislative liaison, then the council shall elect the member with the highest seniority (where “seniority” is defined by the member with the most number of meetings attended). “Co-officer” agreements are NOT permitted for these two deputy positions.

Chapter 5. Special Elections - Any election other than the Annual Election shall be known as a Special Election. A Special Election may be called by either the Chair or the Council Advisor, and they may be held for the following reasons:

Section 1. In Case of Vacancy- If the Chair of the Council cannot finish the remainder of their term for any reason, then a Special Election shall be held amongst all Council members as soon as possible during the following meeting, with the council advisor serving as the chair pro tempore. If any Officer other than the Chair cannot finish the remainder of the term, then the council can address the vacancy by either holding a Special Election during the following meeting OR waiting until the regularly scheduled Annual Election.

Section 2. In Case of Repeated Absence - If any Officer other than the Chair misses more than 1) two meetings in a row OR 2) three total meetings for an unexcused absence; then the officer shall be removed from the position and a Special Election shall be held amongst all members during the

following meeting to address the issue, using the standard election procedures used during the Annual Election.

Chapter 6. Officer Responsibilities - All three officers consist of the Council's main leadership team, which involves the following expectations.

- Representing the council at official events or testimonials.
- Communicating among themselves on a reasonable basis.
- Planning and attending major Council events and assignments (including legislative days, rallies, and reports) as appropriate.
- Attendance at the council's annual Legislative Day meeting.
- Evaluating the petition packets of prospective members wishing to join the Council.

## Article V: Meetings

Chapter 1. Council Year Definition - Council years will correspond with the academic year of most Indiana academic institutions (i.e. July to June). A Council year will convene for its first meeting no earlier than late July and will convene for its last meeting no later than early June.

Chapter 2. Official Meetings - As described in the Authorizing Statute, the Council shall officially meet no more than six (6) times each council year.

Section 1. Legislative Day Meeting - Although not required by the Authorizing Statute, these annual meetings shall include at least one (1) "legislative day" meeting on the state capitol grounds. This meeting shall take place during the General Assembly's Legislative Session (which begins in early January and ends no later than April of a given year). This Legislative Day shall be organized by council leadership and serves to facilitate greater relations between the Council and the General Assembly.

Section 2. Public Hearing Meetings - As described in the Authorizing Statute, these annual meetings will include not more than two (2) public hearings per year regarding issues of importance to youth.

Chapter 3. Attendance Waiver - Attending an official meeting of the Council as a member is a lawful excuse for a student to be absent from school, public or non-public.

Chapter 4. Courtesy - At least twenty-five (25) days' notice shall be issued to all Council members prior to an official meeting.

Chapter 5. Unofficial Meetings - For planning purposes, council members or the council leadership team may choose to hold unofficial meetings. Members shall not be penalized for failing to attend an unofficial meeting, and members who attend should do so with the understanding that no *per diem* salary, attendance waiver documents, or transportation reimbursements shall be provided.

## Article VI: Quorum and Voting

Chapter 1. Quorum - Attendance shall be taken at the beginning of every meeting, and quorum is met when a majority of all Council members are present.

Chapter 2. Decisions - 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 VII: Committees

Chapter 1. Committees. Committees may be formed by any officer to serve any organizational purpose with consent of the chair. The purview of this committee must be outlined at its formation, and sessions may occur during any Council meetings. Committees shall conduct business at meetings, and outside of the meeting in order to accomplish any goals for the following Council meeting. Each Committee will be responsible for writing a note in the Annual Report regarding what they have done and will be assigned an Officer to which they will report to.

Section 1. Examples - Examples of committees that may be formed include a Legislative Day committee; a recruitment committee; an applications review committee; and an Organization Day committee.

## Article VIII: Endorsements

Chapter 1. Formalized Bill Endorsement Process. Although not required by the Authorizing Statute, members shall endeavor to complete a Bill Endorsement process in early January during Legislative Session. This process shall include three major parts:

- (1) a Bill Submission window followed by a Preliminary Vote to select Selected Bills for suggested endorsement;
- (2) a second Confirmation Vote to ratify Selected Bills for endorsement.
- (3) The compilation of Vote results in a legislative report submitted to the General Assembly no later than the first week of February.

Chapter 2. Public Statements - No public statement of endorsement shall be made without the council's specific endorsement as defined in this article.

Chapter 3. 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.

## Article IX: Policy

Chapter 1. Issues - As described by the Authorizing Statute, 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 young 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 X: Participation and Incentives

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.

Chapter 4: Required Assignments - Council members will be required to complete two (2) major assignments throughout the council year:

- (1) The submission of a one-page Legislative Recommendation for inclusion in the Annual Report.
  - (a) This requirement may be exempt for students with employment contracts that forbid legislative advocacy.
- (2) Timely and active participation in the Council's Bill Endorsement process during Legislative Session (see Article VIII), including the submission of "Preliminary" and "Top Ten" ballots.

## Article XI: Dress Code

Chapter 1. Business casual dress code is required, and both the Chair and Indiana Bar Foundation reserve the right to request business professional attire for any Council function. Violation(s) of the dress code could result in participation restriction or expulsion from the Council.

## Article XII: Amendments

Chapter 1. Any member may propose an amendment(s) to this document. Proposed changes must be presented and voted upon at a meeting with quorum. A majority vote in support of the amendment(s) as well as the approval of the Council Advisor results in the ratification of the amendment(s).

Chapter 2. The Council's bylaws shall be reviewed annually by the council during an official end-of-year meeting, and should also be updated annually to reflect any *de facto* changes in the council's working dynamic as appropriate.