



*Orange County, Virginia  
Youth Commission Bylaws*

# ORANGE COUNTY YOUTH COMMISSION

## BYLAWS

### Article I

The Orange County Youth Commission membership shall consist of voting and non-voting members as described below:

#### Voting Members:

The Orange County Youth Commission shall be made up of eleven (11) members with voting powers. The members of the Commission shall be appointed by the Orange County Board of Supervisors in the following manner:

- A. Ten (10) members, including at least one member representing each of the five (5) Magisterial Districts of Orange County, shall be appointed to serve four (4) year terms at each July meeting of the Orange County Board of Supervisors, or when seats are vacated. Terms shall be staggered and will commence on October 1.
- B. The eleventh member of the Commission shall be selected by the Orange County Youth Council at their September meeting and approved by the Orange County Board of Supervisors at the October meeting. The eleventh member shall serve a term of one (1) year beginning on October 1 of each year.

#### Non-Voting Members (Ex-Officio):

The Orange County Youth Commission likes to encourage participation from the citizens of Orange County. In doing so, citizens interested in helping the Office on Youth, but who cannot commit to the membership requirements set forth in these Bylaws, shall be appointed as Ex-Officio members of the Youth Commission. These members may be appointed by the Board of Supervisors as well as the voting Youth Commission members. Ex-Officio members shall be allowed to attend meetings and functions of the Office on Youth; however, they shall have no voting power on Commission business matters.

Nothing herein shall be interpreted to restrict a member from appointment to consecutive four year terms. No person, title, or agency shall be appointed to a permanent member position on the Commission.

## Article II

The officers of the Orange County Youth Commission shall consist of a Chairman, Vice-Chairman, and Secretary/Treasurer. The Chairman and Vice-Chairman shall be elected by majority vote of the Commission and shall serve a term of one (1) year, from October 1 until September 30. The election of officers shall take place during the regularly scheduled Commission meeting in August of each year. The Chairman and Vice-Chairman may be re-elected for one (1) or more additional terms. The Secretary/Treasurer shall be the Director of the Office on Youth or their designee.

The duties and responsibilities of the officers shall be as follows:

### Chairman:

The Chairman shall chair all meetings of the Commission; make appointments to all committees; make presentations to the Orange County Board of Supervisors, the Orange Town Council, the Gordonsville Town Council, and the L.O.W. Association as required by the bylaws or as deemed necessary by the Commission; determine reasonable excuses for absences of Commission members; set all special meetings of the Commission; and ascertain the agenda for all regular and special meetings of the Commission.

### Vice-Chairman:

The Vice-Chairman shall act in the place of the Chairman in his absence.

### Secretary/Treasurer:

The Secretary/Treasurer shall report the minutes of all regular and special meetings; insure accountability of funds; handle all correspondence to and from the Commission; prepare the agenda for all regular and special meetings; and assume responsibility for notifying the Commission members of any special meetings.

## Article III

The purpose of the Orange County Youth Commission shall be to foster wholesome youth development and the prevention of juvenile delinquency. The Commission makes recommendations for policy and procedure for the Office on Youth consistent with this purpose.

The Commission shall oversee the goals and objectives for the Office on Youth. The Commission may delegate such administrative authority as appropriate to the Director of the Office on Youth to act on its behalf.

The Commission shall make recommendations for the size of the staff, job descriptions, and budget for the Office on Youth. The Commission shall suggest written administrative policy

for the Office on Youth and help ensure that these policies are carried out in conformity with the Code of Virginia, Minimum Standards and Rules and Regulations of the Virginia Department of Corrections, and other applicable state and local regulations and policies. The Commission shall review and make recommendations for the annual budget of the Office on Youth and the Office on Youth Director will then submit it to the County Administrator and Board of Supervisors.

#### **Article IV**

The Orange County Youth Commission shall have the authority to set up committees and executive committees to:

- Identify services needed by youth in Orange County;
- Oversee the goals and objectives for the Office on Youth;
- Encourage any additions, deletions, or changes in laws, policies, and procedures that will improve community conditions for youth development;
- Provide a public forum where concerns about youth can be expressed;
- Provide an annual written report to the local governing bodies of the County of Orange, Town of Orange, Town of Gordonsville, and the L.O.W. Association regarding their progress and any recommendations that they deem necessary;
- Evaluate the funds and other resources available within and throughout the County of Orange and the State of Virginia for provision of needed services for youth; and
- Provide direct services to youth consistent with the bylaws of the Orange County Youth Commission and the Comprehensive Plan for Youth Opportunities.

#### **Article V**

The Orange County Youth Commission shall meet every other month, starting in January of each year, at a regularly scheduled time and place as determined by the Orange County Youth Commission at the September meeting. In the event the Office on Youth Director deems it necessary to hold a meeting during a month in which a meeting is not regularly scheduled, the Commission members agree to meet at such designated time and location.

## **Article VI**

Any member of the Orange County Youth Commission who misses two (2) consecutive meetings or three (3) meetings within a twelve (12) month period without satisfactory excuse, as determined by the Chairman of the Commission, shall be subject to removal as set out below:

Upon notification that a Commission member has missed two (2) consecutive meetings or three (3) meetings within a twelve (12) month period, the Chairman shall direct the Office on Youth Director to notify the Board of Supervisors, by letter, of the circumstances and request that the Board of Supervisors declare the position vacant and appoint a replacement to fill the remaining term of the Commission member.

Any member wishing to resign from the Orange County Youth Commission shall submit a letter of resignation directly to the Orange County Board of Supervisors with a copy to the Chairman of the Orange County Youth Commission and Director of the Office on Youth. Thereafter, the Orange County Youth Commission shall request, by letter to the Board of Supervisors, that the vacancy be filled for the remainder of the term of the resigning member.

## **Article VII**

The Orange County Youth Commission shall give a status report to the Orange County Board of Supervisors at the regularly scheduled November, February, May, and August meetings of the Board of Supervisors.

The Orange County Youth Commission, and/or the Office on Youth Director, shall submit an annual presentation to the Orange County Board of Supervisors, the Orange Town Council, the Gordonsville Town Council, the L.O.W. Association, and the Regional Juvenile Delinquency Specialist during their regularly scheduled August meetings.

## **Article VIII**

No member of the Orange County Youth Commission shall have the authority to expend funds or otherwise contract for labor or services on behalf of the County of Orange, the Town of Orange, or the Town of Gordonsville. Nothing herein shall be interpreted to prohibit the use of funds authorized by the Board of Supervisors, the Orange Town Council, or the Gordonsville Town Council.

**Article IX**

The bylaws of the Orange County Youth Commission may be modified if at least three-fourths (3/4) of the Commission members vote in favor of the modification. Said modifications shall be conditioned upon approval by the Orange County Board of Supervisors.

A quorum for all business, other than the modification of the bylaws, shall be two-thirds (2/3) of Commission members. Majority vote shall control all business.

Reviewed and approved by the Orange County Board of Supervisors at their regular meeting held on December 3, 2013.

	<i>December 3, 2013</i>
Julie Summs	Date
County Administrator	

Adopted:  
April 30, 1988

Revised:  
November 13, 1990  
March 1, 1993  
June 28, 2011  
December 3, 2013