

## **Fayetteville, North Carolina Fayetteville Next Advisory Commission Bylaws**

### **Committee Statement of Purpose**

The Fayetteville Next Advisory Commission is established to promote the attraction, retention and engagement of Fayetteville residents between the ages of twenty-three and thirty-nine. The Commission is dedicated to improving the quality of life for young adults through targeted event programming and community outreach initiatives making Fayetteville a “desirable place to live, work and recreate”.

### **Duties and Functions**

The Fayetteville Next Advisory Commission will carry out the following responsibilities:

- Advise the City on economic development and social matters as well as potential actions affecting young adult City residents;
- Help develop specific initiatives focused on attracting and keeping young adult residents in the city;
- Innovate, execute and sustain diverse and inclusive network connections for young adult residents;
- Connect young adults to engagement opportunities with the larger Fayetteville community;
- Assist in the dissemination of current and accurate information about the Fayetteville community;
- Provide and encourage leadership development for young adult residents of the city; and,
- Create mentorships and serve as role models for Fayetteville youths.
- Actively participate in group discussion--listen, ask questions, share experiences, give feedback and introduce ideas
- Use digital tools and people power to spread information, create awareness, boost attendance and otherwise increase engagement with the City of Fayetteville
- Contribute individually and lead, manage or participate in group projects
- Obtain sponsorships ( if needed)
- Removals from the Millennial Advisory Commission will be in accordance with City Council Policy # 110.1.

### **Composition of Members**

The City Council shall appoint thirty (20) members representing a diverse cross-section of the community, and five (5) alternate members. At the time of appointment, alternate members will be identified by number, in ascending order based on last name (Alternate 1, Alternate 2, etc.). Members must reside within the City of Fayetteville and be between the ages of twenty-three and thirty-nine. Appointments after the initial appointments shall be for a period of two years. The initial term limits will be determined by the City Council based on recommendations of the Mayor and the Appointments Committee. Each initial appointment shall be eligible for an additional two-year term, but shall not be re-eligible for reappointment thereafter without at least one year intervening between appointments, per City Council Policy # 110.2. A four - person Executive Advisory Board - defined as a Chair, Vice Chair, Secretary and Director of Programs - will be created with a City Council Member and staff member as liaisons.

Create an Executive Advisory Board consisting of: Chair, Vice Chair, Secretary, and Director of Programs

#### **1. The Chair shall:**

- A. Preside over all meetings.
- B. Serve as official spokesperson for the Commission.
- C. Present the Commission’s annual report to the City Council.
- D. Be responsible for facilitating communication between the City Council and Fayetteville Next Advisory Commission.
- E. Preside over the election of Executive Advisory Board Members.

- F. Be responsible for the proper functioning of any Fayetteville Next Advisory Commission subcommittees or ad-hoc committees

**2. The Vice-Chair shall:**

- A. Perform all duties as the Chair may direct within the context of the Fayetteville Advisory Fayetteville Next Advisory Commission business.
- B. Provide agenda items to staff liaison no less than three (3) days prior to a scheduled meeting when possible.
- C. Preside over Fayetteville Next Advisory Commission meetings in the absence of the Chair

**3. The Secretary shall:**

- A. Perform all duties as the Chair may direct within the context of the Fayetteville Next Advisory Commission business.
- B. Be responsible for taking minutes at all Fayetteville Next Advisory Commission meetings or finding a qualified member to execute said task.
- C. Provide minutes of Fayetteville Next Advisory Commission meetings to the Chair no less than seven (7) days following a meeting when possible.
- D. Be responsible for taking attendance at all meetings.

**4. The Director of Programs shall:**

- A. Perform all duties as the Chair may direct within the context of the Fayetteville Next Advisory Commission business.
- B. Work with the members of the Fayetteville Next Advisory Commission to organize, support, and provide resources for events related to the purpose of the commission.

**5. Election of Board**

- A. The Chair, Vice Chair, Secretary and Director of Programs for the Fayetteville Next Advisory shall serve from the point of the election until the meeting following the completion of their current term.
- B. Executive Advisory Board Members shall be elected according to the following procedure and current board members shall remain in office until successors are elected consistent with open meetings law:

The Chair shall open the nomination period one meeting prior to the election and close it the day of the election, after allowing for additional nominations to be made.

- o A member of the Commission interested in being elected to the Executive Advisory Board can nominate themselves or be nominated by a fellow member of the commission--nominees must be present to be elected. Seven votes shall constitute a majority.

The election of the Executive Advisory Board members shall be done by written ballot and tabulated by the City Council Liaison or two disinterested persons.

The election of officers shall be done by the following order:

- o Chair
- o Vice Chair
- o Secretary
- o Director of Programs

In order to be elected a candidate must secure a simple majority of the votes.

- o In the event of a tie, the top candidates shall enter a run off. Each candidate shall be given two (2) minutes to speak followed by a re-ballot.

- C. Vacancies All vacancies in the Executive Advisory Board shall be filled no later than three (3) meetings following the creation of the vacancy.  
The Executive Advisory Board shall have the power to name an interim member in the event of an unexpected vacancy until such time as a new member can be elected.

**Administration Support**

The Mayor will appoint the Council Liaison to the Fayetteville Next Advisory Commission  
The City Manager will appoint appropriate staff support.

**Meetings**

The Fayetteville Next Advisory Commission will meet monthly, with authority to convene additional meetings, as circumstances require and so long as a quorum of the members is present. A quorum is considered a majority of the membership (20) (not counting vacancies). All committee members are expected to attend each meeting, including alternate members. Alternate members present at a meeting shall be counted toward the quorum. The committee can request members of management, auditors or others to attend meetings and provide pertinent information, as necessary. Meeting dates and locations must be coordinated with the City Clerk and announced a minimum of forty-eight hours in advance. Staff support must be requested through an Assistant City Manager seven (7) days in advance.

**Effective date**

These Bylaws became effective on [Date].

Amendment approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Mitch Colvin, Mayor

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Douglas J. Hewett, City Manager