

## **City of Fayetteville NC Millennial Advisory Commission Bylaws**

### **Committee Statement of Purpose**

The City of Fayetteville Millennial Advisory Commission has been established to advise the City Council on issues relevant to the attraction, retention and engagement of Fayetteville residents **born between 1981 and 2000**. The Commission is dedicated to improving the quality of life for young adults by providing recommendations to policies, programs and actions consistent with Council's Strategic Goal IV of making Fayetteville a "desirable place to live, work and recreate" for this generation.

### **Duties and Functions**

The Millennial Advisory Commission will carry out the following responsibilities:

- Advise the City on economic development and social matters as well as potential public policy/actions affecting young adult residents in the city;
- 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 this generation 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 with the youth of Fayetteville.
- Maintain active membership
- 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)

### **Composition of Members**

The City Council shall appoint twelve (12) members representing a diverse cross-section of the community. The City Council shall appoint six members each to serve an initial term of two years, and six members each to serve an initial term of one year. Any appointment after the initial appointments shall be for a period of two years. The initial term limited will be determined by alphabetical order with the first six members serving a one-year term. 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. A four - person Executive Advisory Board - defined as a Chair, Vice Chair, Secretary and Director of Programs - will be created.

- Create an Executive Advisory Board: City Council Member, Chair, Vice Chair, Secretary, and Director of Programs
  1. The Chair shall:
    - A. Serve as the Presiding officer over all the meetings
    - B. Serve as official spokesperson for the Council
    - C. Submit the individual meeting summaries to the Mayor
    - D. Submit the Commission's annual report to the City Council
    - E. Be responsible for facilitating communication between the City Council and Millennial Advisory Commission
    - F. Preside over the election of Executive Board Members

2. The Vice-Chair shall:
  - A. Perform all duties as the Chair may direct within the context of the City of Fayetteville's Millennial Advisory Commission business
  - B. Prepare all meeting agendas to be sent to the Chair no less than three (3) days prior to a scheduled meeting
  - C. Preside over Millennial Advisory Commission meetings in the absence of the Chair
  - D. Be responsible for the proper functioning of any Millennial Advisory Commission subcommittees or ad-hoc committees
3. The Secretary shall:
  - A. Perform all duties as the Chair may direct within the context of the City of Fayetteville's Millennial Advisory Commission business
  - B. Be responsible for taking minutes at all Millennial Advisory Commission meetings or finding a qualified member to execute said task in their place
  - C. Send the minutes of every City of Fayetteville Millennial Advisory Commission meeting to the Chair no less than seven (7) days following a meeting
  - D. Be responsible for taking attendance at every meeting of the City of Fayetteville's Millennial Advisory Commission
4. The Director of Programs shall:
  - A. Perform all duties as the Chair may direct within the context of the City of Fayetteville's Millennial Advisory Commission business
  - B. Work with the members of the City of Fayetteville's Millennial Advisory Commission to organize, support, and provide resources for events related to the Purpose of the Commission
5. Election of Board
  - A. All Executive Advisory Board Members of the City of Fayetteville's Millennial Advisory Commission shall be elected by active members of the commission and shall serve from the point of the election until the meeting following the submittal of the Commission's annual report to the City Council
  - B. All Executive Advisory Board Members shall be elected according to the following procedure:
    - 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
    - A member of the Commission interested in being elected to the Executive Advisory Board can either nominate themselves or be nominated by a fellow member of the commission
      - All nominations require a second by another commission member
    - All candidates shall be given two (2) minutes to give a short speech
    - The election of the Executive Advisory Board members shall be done by secret ballot
      - Votes are counted by current Executive Advisory Board Vice Chair and Secretary
    - The election of officers shall be done by the following order
      - Chair
      - Vice Chair
      - Secretary
      - Director of Programs
    - In order to be elected one candidate must secure a simple majority of the vote
      - In the cases that no candidate secures a simple majority, the top two candidates shall enter a run off. Each candidate shall be given an additional two (2) minutes to speak following which another secret ballot election shall be held.

C. Vacancies

- All vacancies in the City of Fayetteville's Under 40 Commission 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 until such a time a new member can be elected

**Administration Support** - Dr. Anthony Wade, Human Relations Director

**Additional Notes** - City Council Liaison Representative: ??????

**Meetings**

The City of Fayetteville Millennial Advisory Commission will meet monthly, with authority to convene additional meetings, as circumstances require. All committee members are expected to attend each meeting. The committee can request members of management, auditors or others to attend meetings and provide pertinent information, as necessary.

Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. Minutes will be prepared by committee secretary.

**Effective date**

This charter became effective on [Date].

CITY OF FAYETTEVILLE Millennial Advisory Commission Bylaws

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

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

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Douglas J. Hewett, City Manager