

# LOUDOUN COUNTY ADVISORY COMMISSION ON YOUTH

## BYLAWS

### ARTICLE I - Statement of Purpose and Goals

Section 1. Purpose Statement: The Loudoun County Advisory Commission on Youth (ACOE) works in conjunction with the staff of the Loudoun Youth Initiative (LYI) -- and/or its successor agency, as determined by the County Administrator -- to foster the programs and services necessary for the wholesome development of the youth in Loudoun County. In an effort to do so, ACOE will work to reduce incidents resulting from high-risk adolescent behaviors by promoting youth leadership and healthy lifestyles through:

- (1) Strengthening community and family bonds;
- (2) Establishing a community-responsive youth policy;
- (3) Creating a protective environment for our young people; and
- (4) Increasing the number of positive activities available to Loudoun youth.

Section 2. Goals: In order to achieve the stated purpose, the ACOE has established several goals:

- (1) To assist with the development and implementation of youth needs assessments.
- (2) To identify gaps in youth services and programs.
- (3) To promote collaboration among all providers of services to youth and their families in order to ensure that services are delivered effectively and efficiently.
- (4) To promote and foster the awareness and understanding of existing services within the community at large.
- (5) To make recommendations and advocate for the development of youth services and programs as identified through the assessment process.
- (6) To provide a public forum where concerns about youth can be expressed.
- (7) To encourage changes in laws, policies and procedures that will improve community conditions for healthy youth development.

### ARTICLE II - Membership

#### Section 1. Terms of Membership

- (1) **APPOINTED MEMBERS:** The Board of Supervisors shall appoint one representative for each Supervisor district within the county, plus one at-large representative, all of whom shall serve terms concurrent with the Board of Supervisors.
- (2) **YOUTH MEMBERS:** Each year, during the month of September, the Youth Advisory Council (YAC), and/or its successor as determined by the County Administrator, shall select three (3) representatives, and two (2) alternate representatives, to serve on ACOE for a term of one (1) year.
- (3) **COMMUNITY MEMBERS:** Three (3) community members, representing youth serving organizations in Loudoun County, shall be chosen from interested applicants and confirmed for staggered four (4) year terms by two-thirds (2/3) vote of the ACOE members present and voting.

Section 2. Termination of Membership: Membership may be terminated either by resignation or through action by the appointing Supervisor or appointing body, in the event that a member misses three (3) or more consecutive regular meetings without adequate cause.

Section 3. Reappointment: All members may be re-appointed, and there is no limit on the number of consecutive terms that a member may serve.

### ARTICLE III – Government Agency Liaisons

Section 1. County Government Liaisons: The County Administrator shall appoint one liaison from each of the following government departments and agencies, and/or their successor agencies as determined by the County Administrator:

- (1) Department of Mental Health, Mental Retardation and Substance Abuse Services.
- (2) Juvenile Court Services Unit.
- (3) Department of Parks, Recreation and Community Services.
- (4) Department of Family Services
- (5) Loudoun County Public Libraries

Section 2. Loudoun County Public Schools (LCPS) Liaison: The Superintendent of Schools shall appoint a LCPS liaison.

Section 3. Loudoun County Sheriff's Liaison: The Loudoun County Sheriff shall appoint a liaison.

Section 4. The Role of Liaison: Government agency liaisons shall represent their agencies at ACOY meetings, advising and consulting with ACOY by participating fully in discussions of programs, services, and the needs of Loudoun youth, and will coordinate between ACOY and their agencies on matters of shared interest.

### ARTICLE IV - Officers

Section 1. Chairperson: ACOY shall elect one of its Appointed Members to serve as the Chairperson, whose duties shall include -- but not be limited to -- presiding over ACOY meetings, preparing agendas for each meeting, reporting to the Board of Supervisors on behalf of ACOY, and appointing all ACOY subcommittees

Section 2. Vice-Chairperson: ACOY shall also elect one of its Appointed Members to serve as the Vice-Chairperson, who shall perform the duties of the Chairperson in the event of the latter's absence during an ACOY meeting or when a vacancy exists in the office of Chairperson.

Section 3. Election and Terms of Office: ACOY shall elect the Chairperson and Vice-Chairperson annually, at the regularly-scheduled May ACOY meeting, after giving notice of such intent, and the officers shall take office at the regularly-scheduled September ACOY meeting to serve a term of one (1) year or until their successors are elected, whichever occurs later.

Section 4. Vacancies: ACOY shall fill any vacancies in the offices of Chairperson or Vice-Chairperson at the first regularly-scheduled ACOY meeting following the occurrence of each vacancy, after giving notice of such intent.

### ARTICLE V – Subcommittees and Independent Working Groups

Section 1. Subcommittees: ACOY may decide periodically to create an ad hoc subcommittee, in which case the Chairperson shall appoint several ACOY members to serve as said subcommittee, subject to ACOY's

consent.

Section 2. Independent Working Groups: ACOY may also decide periodically to designate some of its members to represent it at the meetings of independently constituted working groups, such as public-private community working groups or governmental inter-agency working groups, in which case the Chairperson shall appoint several ACOY members to serve as said representatives, subject to ACOY's consent.

ARTICLE VI - Relationship to the Youth Services of Loudoun County

The ACOY shall serve in an advisory capacity to the Board of Supervisors with respect to the youth services in Loudoun County, to achieve the goals as stated in Article I, Section 2 of these Bylaws.

ARTICLE VII - Relationship to the Loudoun County Board of Supervisors

The ACOY shall derive its authority from, and be accountable to, the Loudoun County Board of Supervisors.

ARTICLE VIII - Rules of Procedure

Section 1. Rules of Order: ACOY shall conduct its meetings in accordance with Robert's Rules of Order, Newly Revised, insofar as they do not conflict with these bylaws or any standing rules which ACOY may choose to adopt.

Section 2. Meetings: ACOY shall meet a minimum of eight (8) times per year. Additional meetings shall be called by the Chairperson or five (5) ACOY members, with a minimum of five (5) days' notice of all such meetings. All ACOY subcommittees shall meet as needed.

Section 3. Quorum: A quorum for ACOY meetings shall consist of one-third (1/3) or more of the total voting membership.

ARTICLE IX - Meeting Cancellation Policy

If the Loudoun County Public Schools close due to inclement weather or other system-wide emergencies, any scheduled ACOY meetings will be cancelled. Individual school closings will not necessarily result in meeting cancellations.

ARTICLE X - Amendments

The ACOY Bylaws may be amended by a majority vote of the voting membership.

REVISED: June 26, 2006

SIGNED: \_\_\_\_\_  
Carol Kost, Chairperson, Loudoun County Advisory Commission on Youth