
ARTICLE 1

MEMBERSHIP

Section 1- Representation

A total of no more than nine (9) members will serve on the Daphne Junior City Council. The Daphne Junior City Council shall seek in its membership a diverse representation reflecting the community.

Section 2 - Membership Qualifications

Eight (8) members must live within the city limits of Daphne and one (1) member may live outside city limits. Member must be a high school sophomore, junior or senior *during year of service*. Members shall have at least a 2.5 GPA.

Section 3 - Term Limits

Terms shall be for one *calendar* year, or until a student transfers or graduates from high school. Members may re-apply every *academic* year provided they remain within the grade limits of the membership qualifications.

Section 4 - Application Process

Members of the Daphne Junior City Council shall be chosen through an application and interview process. Interested parties shall complete and submit application form and associated required documents. The Daphne City Council will review the applications, select interview candidates and select eight (8) members of the Daphne Junior City Council. The Mayor may appoint one member who lives outside city limits but attends a Daphne area school.

Section 5 - Conduct

Each member of the Daphne Junior City Council must conduct themselves in a positive, friendly and law-abiding manner at all times. There will be no smoking, drinking alcoholic beverages or using illegal drugs by any member of the Junior Council. Such behavior will not be tolerated and is grounds for dismissal from the Daphne Junior City Council.

ARTICLE II

OFFICES

Section 1- Offices

The City Clerk shall serve as temporary chair for purposes of presiding over the election of the Daphne Junior City Council Chairperson. The Daphne Junior City Council shall elect from its members a Chairperson, Vice-Chairperson and a Secretary. The candidate receiving a majority vote of the Daphne Junior City Council members is elected.

Section 2 - Officer Duties

The duties of the officers shall be as follows:

- a. The Chairperson shall preside at the meetings of the Daphne Junior City Council and shall be charged with the administration of the affairs of the Junior City Council with assistance from the Office of the City Clerk. The Chairperson shall perform such other duties as provided by these by-laws or by rule of the Daphne City Council.
- b. The duties of the Vice-Chairperson shall be to perform the duties and exercise the power of the Chairperson during the absence of the Chairperson.
- c. The Secretary shall determine a quorum for the meeting and report back to the City Clerk. The Secretary shall conduct the roll call at the start of the meeting. The Secretary shall preside at the meetings of the Daphne Junior City Council and perform the duties and exercise the power of the Chair during the absence of both the Chairperson and the Vice-Chairperson. The secretary shall document and prepare minutes of the meetings.

Section 3 - Election of Officers

The officers of the Junior City Council shall be elected *each academic year/annually*. The officers of the Junior City Council shall be elected by a majority vote of the voting members present.

Section 4 - Term of Officers

The term for all offices provided for in Section One hereof shall be for one *calendar* year: however, that all officers shall continue to hold office until their successors are elected. Officers of the Daphne Junior City Council shall be elected at the first Junior City Council meeting.

Section 5 - Vacancies of Officers

Should a vacancy occur in an office of the Daphne Junior City Council by resignation, removal or by some other reason, the office shall be filled by an election for the vacant office at the next regular meeting of the Daphne Junior City Council.

ARTICLE III

MEETINGS

Section 1- Regular Meetings

Regular meetings of the Daphne Junior City Council shall be held once a month. The principal meeting place of the Junior City Council shall be at Daphne City Hall. *Robert's Rules of Order* shall govern the proceedings of the Junior City Council in all cases to which they are applicable and in which they are not inconsistent with these by-laws. Matters for consideration by the Junior City Council shall be presented only at Junior City Council meetings. Before convening a meeting of the Junior City Council, the Chairperson of the Junior City Council shall inform the Office of the City Clerk on the subject matter of the meeting.

The Office of the City Clerk shall give public notice of the meeting in accordance with the requirements of the Alabama Open Meetings Law. This notice shall include posting on the City of Daphne's official website.

Section 2 - Special Meetings

Special meetings may be called upon the request of the Chairperson. Request for special meetings shall be sent via electronic mail, or by telephone, to the Office of the City Clerk at least 48 hours before the time of the meeting. This request shall include the reason or reasons for requesting the special meeting. The Office of the City Clerk shall notify every member of the Junior City Council via electronic mail or by telephone. No subjects other than those stated in the notice shall be considered at the special meeting.

Section 3 – Open Meetings

All meetings of the Daphne Junior City Council shall be open to the public and be subject to all requirements of the Alabama Open Meeting Law.

Section 4 – Quorum

The presence of a majority of the entire membership of the Daphne Junior Council shall constitute a quorum for a meeting of the Junior Council. A quorum is necessary to transact official business at any meeting.

Section 5 – Voting

The affirmative vote of a majority of the members present shall be necessary to adopt a recommendation to be forwarded to the Daphne City Council for review.

Section 6 – Order of Business

The Chairperson of the Junior City Council shall, when present, call the members of the Junior City Council to order. Before proceeding to business, the roll of the members shall be called, and the names of those present (and absent) entered in the minutes. If a quorum is present, the order of the business shall be:

- a. Pledge of allegiance.
- b. Approval of the minutes of the previous meeting.
- c. Unfinished business.
- d. Matters for consideration.
- e. Announcements.
- f. Adjournment.

Section 7 – Recordings of the Meetings

The proceedings of the Junior City Council shall be recorded by the City Clerk. Records shall be preserved in accordance with the record retention schedule established by the Office of City Clerk.

Section 8 – Conduct of Members

No member of the Junior City Council shall interfere with the orderly progress of the meeting by leaving his or her seat or engaging in unnecessary conversation. Any member guilty of any unprofessional conduct shall be reported to the Daphne City Council.

Section 9 – Attendance

Attendance at regular Junior City Council meetings is expected from all members. If a member cannot attend due to sickness or for a duly authorized reason, the member shall notify the Office of the City Clerk who shall notify the Chairperson of the Daphne Junior City Council. Any member who fails to appear and answer to his or her name when the roll is called at any regular meeting or special meeting shall be recorded as absent (excused or unexcused). Any member of the Daphne Junior City Council who misses three (3) consecutive meetings (excused or unexcused) shall be reported to the Daphne City Council. Members are required, at minimum, to attend one Council Committee meeting and one City Council meeting each month.

ARTICLE IV

REPORTS

Section 1 – Annual Report to the Daphne City Council

The Chairperson of his or her designee shall make a report to the Daphne City Council of the activities and business of the Junior City Council at least once each *academic* year.

ARTICLE V

BY-LAWS AND AMENDMENTS

Section 1 – By-laws and Amendments

The by-laws of the Junior City Council shall be reviewed once a year. The by-laws may be amended at a regular stated meeting provided two-thirds of the members of the Junior City Council approve the amendment in a roll call vote: providing further that the amendment is part of the agenda for the meeting and the membership has been notified in writing. By-laws and amendments must be approved by the Daphne City Council in order to take effect.