

**CONGRESSWOMAN
SUZAN DELBENE YOUTH
ADVISORY COUNCIL
BYLAWS**



Revised May 2026

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PROGRAM OVERVIEW

SUMMARY

Congresswoman Suzan DelBene's Youth Advisory Council (YAC) is a volunteer council that gives community-minded and civically engaged high school students an opportunity to discuss critical issues with Congresswoman DelBene and her staff. The Council will offer a youthful and distinct perspective to inform the Congresswoman and staff of their work. Members of the council meet every month throughout the school year to discuss issues in our communities, research federal legislation, give feedback, and make policy recommendations for the Congresswoman.

LOGISTICAL INFORMATION

Structure

The Youth Advisory Council is made up of 10 councilmembers who serve a one-year term. This term runs throughout the school year, from September through May. Meetings will take place monthly and alternate between in-person and virtual formats. In-person meetings will take place in Congresswoman Suzan DelBene's District Office¹ in Bellevue. Meetings will last one and a half hours from 5:00-6:30pm PT unless otherwise noted.

Selection Process

The Youth Advisory Council Coordinator will conduct a comprehensive review of all submitted Youth Advisory Council applications. Evaluation shall consider demonstrated interest in public service, clarity of motivation, academic effort, writing ability, and relevant extracurricular or community involvement. Selected applicants may be invited for an interview. The Office of Congresswoman DelBene will select councilmembers with the goal of assembling a Council that reflects a diversity of strengths, backgrounds, perspectives, and representation across the district.

Meetings

Each council meeting will focus on one main topic (ex: healthcare) and councilmembers will discuss how the topic impacts them, their communities, any relevant current events, and federal legislation they have researched and would like Congresswoman DelBene to support. This research will be primarily conducted through Congress.gov² and official U.S. Representative's websites. There will be no planned meeting in December, to account for holiday breaks.

¹ <https://delbene.house.gov/contact/offices.htm>

² <https://www.congress.gov/>

Memorandums

Following each meeting, the President and/or Vice President will summarize the meeting and discussed topics, and create a meeting memo³ to be shared with Congresswoman DelBene's legislative staff. Memos are due to the Youth Advisory Council Coordinator one week after each council meeting.

Presentation

At the final meeting of the Youth Advisory Council in May, councilmembers will give a brief presentation to Congresswoman DelBene summarizing their main areas of interest, highlighted areas of discussion over the program, and an overview of their discussions and experience.

LEADERSHIP STRUCTURE

The Youth Advisory Council will have a three-tiered leadership structure. Each leadership role with individual responsibilities is listed below.

Congresswoman DelBene Staff Member & YAC Coordinator

The staff member coordinating the Youth Advisory Council will provide and prepare meeting space (typically the Bellevue District Office), prepare meeting agendas, schedule meetings with Congresswoman DelBene, and handle any council disputes.

Council President

The Council President will be elected by a full vote of the councilmembers at the beginning of the second council meeting. Candidates interested in becoming the Council President must notify the YAC Coordinator of their intent to run prior to the second meeting.

The Council President is responsible for helping to lead each meeting discussion, facilitation conversation, and being the liaison between the YAC Coordinator and the Youth Advisory Council. The Council President is also responsible for working with the Vice President to create meeting memos, following each meeting.

Council Vice President

The Council Vice President will be elected by a full vote of the councilmembers at the beginning of the second council meetings. Candidates interested in becoming the Council Vice President must notify the YAC Coordinator of their intent to run prior to the second meeting.

³ Example meeting memo will be provided

The Council Vice President is responsible for taking notes during each discussion, noting any actions or legislation that are recommended for Congresswoman DelBene. The Council Vice President assumes the responsibilities of the Council President if the President is absent.

ELECTIONS

The Youth Advisory Council will hold elections for Council President and Council Vice President at the beginning of the second meeting. Candidates for each position must notify the YAC Coordinator of their intent to run prior to the meeting.

Each candidate can provide up to two minutes of remarks, prior to voting. Voting will be anonymous via paper ballot. The candidates with the most votes for each role will assume the position.

RULES & ETHICS

ATTENDANCE

To remain in good standing on the council, councilmembers are expected to attend at least six of the eight meetings held throughout the school year (September through May, excluding December for holiday breaks). If a councilmember plans to be absent and cannot make the meeting, they must notify the YAC Coordinator at the earliest date of convenience. If a councilmember needs an additional absence, they may work with the YAC Coordinator to remain in good standing.

PREPAREDNESS

Councilmembers are expected to come to each meeting prepared to discuss the pre-planned topic. This preparation included researching federal legislation before the meeting, and bringing answers to discussion prompts sent out in the meeting agenda.

During the first meeting of the council, councilmembers will receive a presentation on how to best research and prepare for subsequent meetings.

HEALTHY ENVIRONMENT

The Youth Advisory Council will be a safe and respectful environment. The council is a safe space for productive, good-faith discussions. All councilmembers should maintain professionalism and respect during discussions. Diverse opinions are valued, and respectful disagreements and challenges are encouraged.

If a councilmember feels that the healthy environment policy has been broken or violated, they should contact the YAC Coordinator to address the issue.

CONTACT INFORMATION

YOUTH ADVISORY COUNCIL COORDINATOR

Congresswoman DelBene's staff are here to help support councilmembers in any way that they can. If a councilmember ever has any questions or needs help with something, please contact the office's Youth Advisory Council Coordinator.

Shelby Kremenich

Email: Shelby.kremenich@mail.house.gov

Phone (cell): 425-532-9299

OFFICE OF CONGRESSWOMAN SUZAN DELBENE

If there is an urgent matter and you are unable to reach the YAC Coordinator, please contact Congresswoman DelBene's District Office.

Office of Congresswoman Suzan DelBene

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Bellevue, WA 98004

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