



Mayor's Youth Council Agenda

Monday, June 27, 2022
7:00 PM

City Hall - 141 W. Renfro
Burleson, TX 76028

1. Call to Order

2. **Introductions**

A. Mayor's Youth Council Annual Photos 2022-2023.

C. Administer Oath of Office and Statement for new and reappointed members.

D. Ice Breaker Game

3. **Consent Agenda**

All items listed below are considered to be routine by the Mayor's Youth Council and will be enacted with one motion. There will be no separate discussion of the items unless a Council Member or citizen so requests, in which event the item will be removed from the consent agenda and considered in its normal sequence.

A. Consider approval of the minutes from the Mayor's Youth Council meeting on Monday, May 23, 2022.

B. Consider approval of the MYC finance report.

C. Consider approval of the MYC attendance report.

D. Consider approval of the MYC Bylaws for 2022-2023.

4. **Citizen & Youth Appearances**

Citizens and youth are welcome to speak to Mayor's Youth Council at this time.

5. **MYC Department Reports**

A. Receive a report and discussion of MYC departments (Staff Liaison: Andrea Anderson)

6. **Items for Consideration**

A. Receive a report and discuss the election of MYC Officers, and elect the 2022-2023 officers. (Staff Liaison: Andrea Anderson)

B. Consider approval of the 2022-2023 MYC meeting calendar. (Staff Liaison, Andrea Anderson)

C. Consider approval of the design for the 2022-2023 MYC Shirt. (Staff Liaison: Andrea Anderson)

7. Announcements and Upcoming Events

- New member paperwork due by July 1, 2022 to Andrea Anderson
aanderson@burlesontx.com
- Regular City Council Meeting, Tuesday, July 5, 2022 at 5:30PM in City Hall Council Chambers
- Heritage Foundation Meeting, Tuesday August 9, 2022 at 6:00PM at Heritage Museum (Economic Development)
- Back to School Bash, Saturday August 13, 2022 4-7PM at Mayor Vera Calvin Plaza (Volunteer Opportunity)
- MYC Meeting, Monday August 29, 2022 at 7:00PM in City Hall Council Chambers

8. Adjourn**Staff Contact**

Andrea Anderson
Community Initiatives & Special Projects Manager
aanderson@burlesontx.com
(817) 426-9687

CERTIFICATE

I hereby certify that the above agenda was posted on this the 22nd day of June 2022, by 5:00 p.m., on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.

Amanda Campos

Amanda Campos
City Secretary

**ACCESSIBILITY STATEMENT**

The Burleson City Hall is wheelchair accessible. The entry ramp is located in the front of the building, accessible from Warren St. Accessible parking spaces are also available in the Warren St. parking lot. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the A.D.A Coordinator at 817-426-9600, or TDD 1-800-735-2989.

DRAFT MINUTES
BURLESON MAYOR'S YOUTH COUNCIL
May 23, 2022

Roll Call

Council Present

Mayce Ball
Cameron Cieminski
Lillian Boatwright
Gavin Bloom
Mason Cashion
Preston Jean
Logann Davis
Emma Hammett
Aliyah Vallejo
Anna Kough
Alana Martinez
Dylan Forbus
Brandon McClure
Afifa Satter
Ely Terrell

Council Absent

Ty Blair
Alexa Samorano
Sorcha Ahrens
Christian Steele
Preston Hamilton
Hunter Davis
Nicholas Lamond
Abbie Thumudo
Jocelynn Yocom
Madison Kahan

Staff Present

Andrea Anderson
Joe Byrom

Staff Absent

Terry Hambley
Ronnie Johnson

Call to order – 7:08 p.m.

1. Introductions

1. Recognition of Seniors and Presentation of Certificates (Presenter: Mayor Chris Fletcher)

Mayor Fletcher presented certificates to seniors: Aliyah, Brandon, Anna, Cameron, Logann, Preston J.; Hunter was absent.

2. Presentation of the State of the City Video (Presenter: Mayor Chris Fletcher)

Mayor Fletcher showed the State of the City Video and answered questions after the viewings.

3. Consent Agenda

A. Approve Draft Minutes for April 25, 2022 general session meetings

Motion was made by Gavin Bloom and second by Aliyah Vallejo to approve Consent Agenda item A. Motion was approved by unanimous vote.

4. Citizen & Youth Appearances

Citizens and youth are welcome to speak to Mayor's Youth Council at this time
No appearances

5. MYC Committee Reports

1. Receive a report and hold a discussion regarding department structure, accomplishments, and future endeavors. (Presenters: MYC Department Chairs)

Afifa reported from the Economic Development Department that they finished their promotional video this year, and had good communication in their department.

Alana reported from the Neighborhood Services Department that they had communication issues with staff and the HOPE Team coordinator, because they didn't have enough notice to get a group together.

Aliya reported from the Library Services Department that they had lots of good ideas but not enough communication or cross- department participation to complete most of them. She is graduating, but leaving a list for members to continue the work next year.

Mayce reported from the Parks & Recreation Department that they participated in Parks Department events, but would have liked more participation with their group, and more structure in all the department projects.

2. Discussion of Youth Community Projects & Events

Officer Byrom suggested Stop the Bleed Kids as a future community outreach project.

Gavin Bloom suggested a Food Truck Friday event for HOAs could be part of the Economic Development Department's future project list.

3. Items for Consideration

1. Consider approval of changes to Article III and V of the MYC Bylaws including membership, attendance, and quorum. (Presenter: Andrea Anderson, MYC Staff Liaison)

Andrea gave a presentation on the proposed changes to the MYC Bylaws including: Members, Attendance, and Quorum.

Change the requirements for a quorum to be either 3/5 executive board members and 5 additional youth voting members, or 5 youth voting members and 3 adult voting members whichever is met first.

Change attendance to include notice to the staff liaison or any executive board member 2 days prior to the meeting to receive an excused absence; excluding extenuating circumstances (ex. death in the family).

The addition of 5 alternate youth members who adhere to the same attendance policy, but are non voting members, with the understanding that when a vacancies occurs, the alternates are appointed to the vacancy and new alternates appointed from the lottery system.

Ex-officio non voting members to include Joshua ISD Board member.

A motion was made to approve the changes to the MYC Bylaws by Gavin Bloom, a second was made by Afifa Satter and the motion passed by unanimous vote.

2. Announcements and Upcoming Events

- Regular City council Meeting on Monday June 6, 2022 at 5:30Pm at City Hall in the Council Chambers.
- First MYC Meeting of the year is June 27, 2022 at 7:00PM at City Hall in the Council Chambers. **Attendance is required and we will be taking photos for the website.**

Adjourn

Motion made by Dylan Forbus and second by Brandon McClure to adjourn the meeting.

Vice Chair Mayce Ball adjourned the meeting.

Time: 7:45 pm

Alexa Samorano, Recording Secretary
Mayor's Youth Council Secretary

Mayor's Youth Council Financial Report (Fiscal Year 2022-2023)

As of: June 27, 2022

[illegible]

Total = 0.00

Total = 0.00

Total =

\$	MYC Supplie	\$
0.00	Total =	0.00

Beginning Balance \$ 6,000.00
Expenditures \$ 0.00
Balance \$ 6,000.00

Article I Name

There is hereby established a Mayor's Youth Council for the City of Burleson (herein after also referred to as "Youth Council").

Article II Purpose, Powers, and Duties

The Youth Council shall study, investigate, plan, implement and advise the City on matters related to youth;

The Youth Council shall develop and promulgate policies, programs and services that empower, support, and inform youth; that create a family-friendly community; and that enable and encourage youth to be productive members of the community;

The Youth Council shall serve as an advisory body to the City on all matters dealing with youth;

The Youth Council shall work with the Mayor, City Council and City staff to develop and implement policies that focus on youth;

The Youth Council shall advise the Mayor, City Council and City staff on important issues that relate to youth;

The Youth Council shall facilitate the planning and organization of youth summits and regular neighborhood meetings throughout the City;

The Youth Council shall build partnerships with individuals, groups, and organizations that impact both youth and families;

The Youth Council shall partner with individuals, groups, and organizations in the planning and implementation of services, supports, and opportunities for Burleson's youth and families; and,

The Youth Council shall carry out and implement other directives from the Mayor, City Council and City staff.

Article III Membership

Voting Membership. The Youth Council shall consist of twenty-eight (28) voting members, all of whom shall reside within the corporate limits of the City or the City's extra territorial jurisdiction (ETJ) and be appointed by the City Council.

Twenty-Five (25) Youth Council members between the ages of 13 and 19, who should broadly represent the diversity of thought and experience among the youth of Burleson, can be nominated: from all secondary schools serving the City of Burleson (middle schools, junior highs, high schools); if they are home schooled; and, if they have finished school or if they are no longer attending school but are not yet 19.

Three (3) Counselors or Educators from an Independent School District.

Ex-Officio, non-voting Membership. The following shall be ex-officio, non-voting members Youth Council:

The Mayor of the City of Burleson;

Five (5) Youth Member Alternates to be appointed as voting members in the event of a mid-year voting member vacancy. Alternates will be considered for full-term Voting Member Vacancies each year prior to new applicants.

One (1) Member of the Burleson City Council;

One (1) Member of the Board of Directors from the Burleson or Joshua Independent School Districts;

One (1) City staff member appointed by the City Manager to serve as a non-voting, staff liaison to the Youth Council;

Three (3) Counselors or Educators from an Independent School District;

One (1) Member of the Burleson Community At Large; and,

Law enforcement Liaisons

Background Check. No applicant, appointee or member of the Youth Council who has been convicted of a crime against a minor child shall be qualified to serve on the Youth Council. By submitting an application for appointment to the Youth Council, applicants consent to a background check for such purposes, to the extent provided by law.

Compensation and Reimbursement of Expenditures.

Members of the Youth Council shall serve without compensation; provided, however, that each member may be reimbursed for actual expenditures (authorized in advance of the expense being made) reasonably incurred by him or her in connection with his or her duties as a member of the Youth Council.

Terms of Office. All terms of office shall begin on June 1st and expire on May 31st ("year"). The terms for all Youth Councilmembers shall be two (2) years. Youth Councilmembers may be recommended for one (2) additional reappointment for a total of (6) years combined service.

The terms of the ex-officio School Board representatives and City Council representatives will coincide with his or her respective tenure of office.

Forms and Media Release. Within 30 days of appointment, Youth members are required to have a completed "Commitment" form, "Official Contact" form, and "Authorization and Release to Record and/or Use Personal Likeness, Image and/or Voice" form on file with the Staff Liaison. Parent/ Guardian signatures are required for youth under the age of 18. These forms are to be completed and submitted within 30 days of appointment. Failure to fulfill this requirement shall constitute a voluntary refusal of participation by the member and shall result in a new youth member being appointed to the Youth Council.

Absences. Any member of the Youth Council who is unable to attend a meeting shall notify the Staff Liaison, in advance of the meeting, stating the reason for his or her absence. Two (2) unexcused absences shall constitute the voluntary resignation of a member. Unexcused absences are those absences which occur and notification has not been given to the Staff Liaison prior to the missed meeting.

Removal. Members of the Youth Council, other than those representing the City Council and School Board, may be removed by the Mayor for inefficiency, neglect of duty or malfeasance while in office, and the applicable governing body may remove the member representing it for the same reasons. The Mayor or governing body, as the case may be, shall file a written statement of the reasons for such removal.

Resignation. Any member of the Youth Council may resign at any time, provided, however, that for courtesy and efficiency purposes, notice of resignation shall be in writing to the Staff Liaison. In addition, as described in these bylaws, any member shall be deemed to voluntarily have resigned upon the occurrence of any of the following: failure to be present at eight (8) or more regular meetings; failure to submit "Commitment" form, "Official Contact" form, and/ or "Media Release" within 30 days of appointment; or, failure to notify Staff Liaison or Chair in advance of meeting with reason for absence two (2) times, resulting in two (2) unexcused absences.

Vacancies. Vacancies occurring on the Youth Council, other than through the expiration of a term, shall only be filled at the beginning of a new Youth Council year for the remainder of the unexpired term of office. Mid-year vacancies may be filled by one of the five Alternate Non-Voting Youth Members who will assume the role of a voting member and finish the unexpired term.

Article IV **Officers**

Election of Officers. It is preferred that officers have previous experience on the Youth Council as a voting Youth Councilmember. In order to be considered for an officer position, the Youth Council member must state that they are willing to fulfill all Officer duties as stated in the bylaws. A vote shall be taken after all candidates have expressed their interest in the particular position. After all votes have been submitted for each position the votes shall be tabulated and the winners announced. In the case of a tie, those candidates shall have a run-off election to decide who shall receive the position. In the run-off, each candidate has the option to give a speech with a maximum time limit of three (3) minutes.

Duties of Officers.

Chair. The Chair shall preside over and conduct all meetings of the Youth Council and of the Executive Committee. In addition the Chair shall serve as chair for the meetings of committees as assigned. The Chair shall determine agendas with the Staff Liaison and/ or Executive Committee. The Chair shall act as the spokesperson for the Youth Council. The Chair or his or her designee shall report to the City Council on a regular basis. The Chair shall be responsible for completion of an annual report of the Youth Council to be presented to the City Council. The Chair shall be responsible for other duties as assigned by the Staff Liaison, Mayor, and/ or City Council.

Vice-Chair. The Vice-Chair shall be responsible for taking on the duties of the Chair in the event the Chair is unable or unwilling to fulfill such duties. In addition the Vice-Chair will be responsible for completing the financial duties of the Youth Council, including but not limited to preparing a budget, maintaining finances, reporting the financial status of the Youth Council regularly, and if needed, the Vice-Chair shall chair a finance committee. The Vice-Chair shall also be responsible for the fundraising efforts of the Youth Council. The Vice-Chair shall attend Executive Committee meetings and other meetings as necessary. The Vice-Chair shall be responsible for other duties as assigned by the Staff Liaison, Mayor, and/ or City Council.

Secretary. The Secretary shall be responsible for the proper recording of the minutes of the Youth Council meetings. The Secretary shall be responsible for tracking attendance of all members at the Youth Council meetings. The Secretary shall work with the Staff Liaison in preparing typed minutes and shall present those minutes for approval at the next appropriate meeting. The Secretary shall be responsible for following proper parliamentary procedure and shall assist the Chair and Youth Council with following these bylaws and proper parliamentary procedure. The Secretary shall, if necessary, chair a bylaws committee. The Secretary shall attend Executive Committee meetings and other meetings as necessary. The Secretary shall be responsible for other duties as assigned by the Staff Liaison, Mayor, and/ or City Council.

Historian. The Historian shall be responsible for maintaining the History of the Mayor's Council. This includes taking full responsible for the Annual Yearbook as stated in the bylaws: The annual yearbook shall include pictures and other memorabilia from each event/ activity of the Youth Council. It is to serve as a historical document for each Youth Council documenting events/ activities and the membership of the Youth Council. The Historian will also work closely with the Communication officer to make sure all Youth Council events are documented with photographs. The Historian shall attend Executive Committee meetings and other meetings as necessary. The Historian shall be responsible for other duties as assigned by the Staff Liaison, Mayor, and/ or City Council.

Communications Officer. The Communication Officer shall be responsible for the promotion of Mayor's Youth Council as well as maintaining all social media outlets. These include: Burleson Mayor's Youth Council Facebook page, Twitter page, and Instagram page. The Communication Officer will also work closely with the Historian to make sure all Youth Council events are documented with photographs. The Communication Officer shall attend Executive Committee meetings and other meetings as necessary. The Communication Officer shall be responsible for other duties as assigned by the Staff Liaison, Mayor, and/ or City Council.

Executive Committee. The above listed officers shall comprise the Executive Committee and shall be responsible for duties as described under the section titled Committees, Executive Committee.

Article V

Regular and Special Meetings

Regular Meetings. Regular or General Meetings of the Mayor's Youth Council shall generally be held on the fourth Monday of each month. A minimum of 10 regular meetings are to be scheduled each Youth Council year (June 1st to May 31st). The Youth Council may vote to reschedule or cancel regular meetings at its first meeting of each year (on or after June 1st) during the approval of the regular meeting calendar (See Section titled "Regular Meeting Calendar").

Regular Meeting Calendar. At the first Youth Council meeting (on or after June 1st) each year, a calendar of regular meetings shall be presented to the Youth Council for vote.

It is at this time the Youth Council shall be afforded the opportunity to cancel or reschedule regular meetings due to holidays, testing, or other pertinent conflicts with the dates as outlined. Calendars to be taken into consideration include, but are not limited to the City of Burleson calendar, Burleson ISD calendar, Joshua ISD calendar, and other official school calendars as applicable.

A 2/3 majority vote in favor of changing a specific date shall be required of those members present to change the date. A simple majority of those members present shall be required to pass the entire calendar as a whole. The approved calendar shall be distributed with the agenda at the following meeting.

Special Meetings. Special meeting of the members, for any purpose(s), may be called by the Mayor, the Executive Committee, or Staff Liaison.

Place of Meetings. Any City of Burleson facility can be designated as the place of meeting for any meeting of the Youth Council that has been called, including regular, special, and committee meetings. If no designation is made, the place of meeting shall be the City of Burleson City Hall building (141 West Renfro).

Notice of Meetings. Written or printed notice stating the place, day, hour, and purpose of the meeting, unless otherwise prescribed by statutes, shall be posted not less than seventy-two (72) hours prior

the meeting on the bulletin board outside the entrance of Burleson's City Hall (141 West R Burleson, Texas, 76028) and notice shall be placed on the website of the City of Burleson and/or the website of the Burleson Mayor's Youth Council.

Item D.

Attendance of Meetings. All voting members are required to attend a minimum of eight (8) meetings and two (2) MYC community events from June 1st to May 31st to retain membership on the Youth Council. Any member of the Youth Council who is unable to attend a meeting shall notify the Chair or Staff Liaison, at least 2 days in advance of the meeting when possible. Three (3) absences or attendance at less than eight (8) meetings per year shall constitute the resignation of the member.

Quorum. A quorum shall consist of eight (8) members total: three (3) youth executive committee members and five (5) additional youth members OR three (3) adult members and five (5) youth members. If less than a quorum is present at the meeting, the ranking officer or Staff Liaison shall adjourn the meeting. A quorum shall be required for the Youth Council to take action upon any item set forth on the agenda.

Article VI **Committees Standing and Ad-Hoc**

Executive Committee. The Executive Committee shall meet prior to each regular Youth Council meeting. The Executive Committee shall have the right to determine the agenda of Youth Council meetings with the Staff Liaison, Mayor, and/ or City Council. The Executive Committee shall aid in the preparation of the Annual Report and annual Yearbook of the Youth Council. The Executive Committee shall be responsible for other duties as determined by the Staff Liaison, Mayor, and/ or City Council.

Ad-hoc. Other committees may be created as necessary by the Staff Liaison, Mayor, City Council, and Chair in order for the Youth Council to successfully carry out its duties.

Article VII **Reports Annual and Special**

Annual Report. Comprehensive report prepared yearly and presented to City Council documenting the activities, successes, and potential areas of improvement of the Youth Council. Responsibility of the annual report shall be that of the Executive Committee with the primary responsibility to complete and present the Annual Report on the Chair of the Youth Council. Topics should include but is not limited to events, finances, community service, bylaws, policies, retreats, conferences, etc. Should include facts and figures of the activities of the Youth Council as supporting evidence.

Strategic Plan. The Youth Council shall have a Strategic Plan to outline goals of the Youth Council for up to four (4) years.

Annual Yearbook. The annual yearbook shall include pictures and other memorabilia from each event/ activity of the Youth Council. It is to serve as a historical document for each Youth Council documenting events/ activities and the membership of the Youth Council.

Event Reports. A report shall be completed for each event/ activity which the Youth Council is engaged in. This report shall be prepared by the primary coordinator of the event. The report shall be presented to the Youth Council at the following meeting. The Chair of the Youth Council shall use these reports to help compose the Annual Report.

Special Reports. The Chair, Executive Committee, and Staff Liaison may ask for reports in addition to those listed above as deemed necessary. Special Reports may be requested to provide information to the City Council and/ or City Staff as to the activities or plans of the Youth Council.

Item D.

Article VIII **Conduct**

Dress and Demeanor. It is important for members of the Youth Council to appear neat, clean, and appropriate in appearance. Each Youth Councilmember is expected to have appropriate demeanor at all times in order to positively promote the Youth Council, the City of Burleson, and all of the youth of Burleson.

Article IX **Parliamentary Authority**

Parliamentary Authority. The rules contained in the current edition of ***Robert's Rules of Order Newly Revised*** shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Council may adopt.

Article X **Amendments**

These bylaws may be altered, amended, or repealed, and new bylaws may be adopted by the Executive Committee with prior written notice to the members as provided herein; provided however, that such alterations, amendments, or repeals be authorized by a two-thirds (2/3) vote of all members of the Youth Council, and provided further that vote by proxy shall not be permitted.

These Bylaws have been passed and approved on this the 27th of June, 2022 by the Mayor's Youth Council of the City of Burleson.

Mayor's Youth Council Chair
2022-2023

Andrea Anderson
City of Burleson
Mayor's Youth Council Staff Liaison

MYC Departments



Animal Services



Neighborhood Services



Parks & Recreation



Library



Economic Development

Department Options

Department	Description
Animal Services	Provides animal care, control and adoption for Burleson residents. Responds to calls regarding stray animals, nuisance animals, animal bites, animal welfare, lost or stolen animals, injured animals, wild or aggressive animals, and loose livestock.
Neighborhood Services	Code Compliance involves abandoned properties, junked vehicles, overflowing dumpsters, unclean premise, weeds and high grass. Environmental Services includes household hazardous waste, and Keep Burleson Beautiful.
Parks & Recreation	Encompasses all city parks, the BRiCK, Golf Course, Softball/Baseball fields, Disc Golf, and the Trail System.
Library	The Library functions under the community services department and has numerous services available including computers and technology, children's programs, operation remember, Bricks for Veterans, and continuing education.
Economic Development	This department supports business location or expansion projects with a central point of contact. Their mission is to create and foster opportunities for the expansion and diversification of the local economy.

Plan of Action

- Each department will receive a "Plan of Action."
 - Departments will have specific tasks to complete prior to each meeting.
- Tasks may include: volunteer hours, presentations, board meetings, social media postings, cross departmental participation.



Parks & Recreation Department Plan of Action

June	Set a time to meet with your group members. Send an introductory email to a staff member in the Parks & Recreation Department introducing yourselves. Ask how you can be involved in the upcoming Be Healthy Run.			
August	Develop a plan to participate in the Be Healthy Run on September 17th.	Create a presentation about your proposed involvement in the Be Healthy Run. Include a budget for any expenses you can think of: give aways, booth fee, etc.	Give the presentation at the August 29th Meeting and invite members to sign up to help. Let Jessica Martinez (jmartinez@burlesontx.com) know who will be there.	
September	Use social media, and GroupMe to motivate MYC members to join you at the Be Healthy Run.	Take photos during the run - be sure to post insta stories and other social media updates throughout the day.	Create a presentation about your experience working the Be Healthy Run. to Present at the September 26th Meeting	Give a 1-2 Slide presentation at September 26th meeting about Boo Bash. Include a budget for approval.
October	Volunteer to help Economic Development at Founder's Day on October 8th from 10-4PM on the Plaza.	Send reminders to members, and push Boo Bash details on social media (Saturday, October 22 6:30-8:30PM at Chisenhall Fields) Andrea will need a list of materials needed by 10/11.	Give a VERBAL report (10/24) on Boo Bash - How many participants? Who attended from MYC? What did you do? How was it received? Would you do it again? If so, what changes would you make?	
November/December	Present Santa's Breakfast to MYC at the November 14th meeting. Include a budget for materials for approval. This one is Saturday, December 3 from 7-11AM. Create "shifts" and Jobs for each shift and ask your fellow MYC members to sign up. Push out a social media campaign with the communications officer.	Volunteer for Santa's Breakfast at Russell Farm - take pictures, and send them to the communications officer so they make it on MYC social media outlets.	December is a busy time for Parks & Recreation. Create Insta Stories that promote all the City has to offer through the Month of December. Be sure to highlight the "Bursting Character" that Economic Development will be doing on the Plaza.	Send any photos to the Historian to be compiled into the MYC yearbook.
January	Attend a Park Board Meeting	Prepare a 1-2 slide presentation about what you learned at the Park Board meeting and present it at the January 30th meeting.	Volunteer at CityFest with MYC. Visit at the booths, and meet city staff members. Post photos to social media. Create 1 slide about how Parks & Rec was involved in City Fest and send it to Andrea by January 22th.	Be prepared to present the Park Board meeting slides at the January 30th meeting.

Choose Your Department

Item A.

1

Elected officers will choose their department first; they will assume the role of department chair.

2

Members with seniority will choose their departments next, followed by new members.

3

Department handbooks will be distributed, and each member will fill out the member information page in the handbook and look over the plan of action.

MYC Election of Officers

Chair

- Preside over and Conduct All MYC Meetings
 - Determine Agendas with the staff liaison
 - Spokesperson for the youth council
 - Reports to council; presents an annual report to city council
 - Other duties assigned by staff liaison

Vice Chair

- Taking on the duties of the chair in the event the chair is unable or unwilling to
- Reports the financial status of the youth council regularly
 - Responsible for fundraising activities
 - Other duties assigned by the staff liaison

Secretary

- Records the minutes for every meeting
 - Tracks Attendance at each meeting
 - Assists the chair and the youth council with parliamentary procedures
 - Other duties assigned by staff liaison

Historian

- Responsible for the yearbook
 - Works to make sure all youth council events are documented with photographs
 - Works closely with the communications officer
 - Other duties assigned by staff liaison

Communications Officer

- Responsible for the promotion of the mayor's youth council
- Engages the public via social media by posting prior to and during each meeting/event.
- Encourages meeting attendance for members and citizens
- Maintains communication with each department to share meetings and events with everyone.
 - Other duties assigned by staff liaison

Other Duties

- Each member of the “executive committee” will “chair” a department
 - each department chair will be responsible for sharing information with their department
 - Meeting Dates
 - Department meet ups
 - Travel information
 - Possible agenda items
- The executive committee will oversee the yearbook

Volunteers & Nominations

MYC CALENDAR AT A GLANCE 2022-2023

ITEM	DATE	LOCATION	ATTENDANCE REQUIREMENT
MYC MEETING	Monday @ 7PM	City Hall	MUST ATTEND 8 MEETINGS PER YEAR
CHAT W/ COUNCIL	Thursday @ 6PM	The Plaza	MUST ATTEND 1 CHAT WITH COUNCIL
SCHOOL HOLIDAYS BISD/JISD			
NLC	Kansas City, MO	11/17-11/19	ATTENDANCE BASED TRIP
YAC SUMMIT	February	TBD	ALL ARE ELIGIBLE
SANTA'S BREAKFAST/CITYFEST	12/3 & TBD	Russel Farm/BRiCk	ATTENDANCE IS A PRIORITY AT THESE EVENTS.

JUNE							JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
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							31																					30	31												
DECEMBER							JANUARY							FEBRUARY							MARCH							APRIL							MAY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7				1	2	3	4				1	2	3	4						1		1	2	3	4	5	6	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
25	26	27	28	29	30	31	29	30	31					26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
																												30													





