
Monday, October 28, 2024
7:00 PM

Burleson University - Ellison on
the Plaza Building - 135 W.
Ellison, Suite 109
Burleson, TX 76028

1. **CALL TO ORDER**

2. **CITIZEN APPEARANCES**

Each person in attendance who desires to speak to the Mayor's Youth Council (MYC) on an item NOT posted on the agenda, shall speak during this section.

A speaker card must be filled out and turned in to the Secretary prior to addressing the MYC. Each speaker will be allowed three (3) minutes.

Please note that the MYC may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the MYC from deliberating or taking action on an item not listed on the agenda. The MYC may, however, receive your comments on the unlisted item, ask clarifying questions, respond with facts, and explain policy.

Each person in attendance who desires to speak to the MYC on an item posted on the agenda, shall speak when the item is called forward for consideration.

3. **APPROVE THE MINUTES FROM THE MAYOR'S YOUTH COUNCIL MEETING**

A. Consider approval of the minutes from the Monday, May 13, 2024 Mayor's Youth Council meeting. *(Staff Contact: Janalea Hembree, Assistant to the City Manager)*

4. **REPORTS AND DISCUSSION ITEMS**

A. Receive a report and hold a discussion regarding new staff liaison and an overview of Mayor Youth Council 2024/2025 *(Staff Contact: Janalea Hembree, Assistant to the City Manager)*

5. **ITEMS FOR CONSIDERATION OR ACTION**

A. Consider approval of the next meeting to be set on Monday, November 11, 2024 at 7:00 pm. *(Staff Contact: Janalea Hembree, Assistant to the City Manager)*

B. Receive a report, hold a discussion, and make updates to the current Bylaws. *(Staff Contact: Janalea Hembree, Assistant to the City Manager)*

6. **BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS**

7. **ANNOUNCEMENTS & UPCOMING EVENTS**

- Old Town Picture Show: Saturday, November 9 (Mayor Vera Calvin Plaza, 6:00 pm - 9:00 pm):
Volunteers needed to hand out popcorn.

- Old Town Picture Show: Saturday, November 16 (Mayor Vera Calvin Plaza, 6:00 pm - 9:00 pm):
Volunteers needed to hand out popcorn.

- Santa's Breakfast: Saturday, December 7 (Russell Farm Art Center, 6:30 am - 11:30 am):
Volunteers needed to oversee arts and crafts.

8. **ADJOURN**

Janalea Hembree
Assistant to the City Manager
(817) 426-9299

CERTIFICATE

I hereby certify that the above agenda was posted on this the 24th of October 2024, by 5:00 p.m., on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.



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.

MAYOR'S YOUTH COUNCIL
May 13, 2024
MINUTES

PRESENT

MYC Member Magnus Ahrens
 MYC Chair Mayce Ball
 MYC Member Kayleigh Cavazos
 MYC Member Preston Hamilton
 MYC Member Elizabeth Josey
 MYC Member Megan Kelly
 MYC Member McKenzie Kimbrell
 MYC Member Emma Kornegay
 MYC Member Ava Monroe
 MYC Member Zoe Morse
 MYC Member Travis Rousseau
 MYC Member Ronald Simon
 MYC Member Ava Strother
 MYC Member Ely Terrell
 MYC Member Kadence Topinka

ABSENT

MYC Member Gavin Bloom
 MYC Member Kacey Burbridge
 MYC Member Daniel Clerk
 MYC Member Dawson Coffee
 MYC Member Jace Giddings
 MYC Member Preston Graham
 MYC Member Wyatt Klotthor
 MYC Member Joshua Leal
 MYC Member Edee Neubauer
 MYC Member Alexa Samorano

STAFF PRESENT

Lisandra Leal, Assistant City Secretary
 Chris Fletcher, Mayor
 Victoria Johnson, Council Place 1

1. Call to Order – Time: 7:00 PM**2. Citizen Appearances**

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

No Speakers

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 Monday, April 22, 2024 Mayor's Youth Council meeting. (Staff Contact: Lisandra Leal, Assistant City Secretary)**
- B. Consider approval of the Mayor's Youth Council attendance report from June 2023 to April 2024. (Staff Contact: Lisandra Leal, Assistant City Secretary)**
- C. Consider approval of the Mayor's Youth Council finance report from June 2023 to April 2024. (Staff Contact: Lisandra Leal, Assistant City Secretary)**

Motion made by MYC Member Ava Strother, Seconded by MYC Member Zoe Morse to approve the consent agenda.

Voting Yea: MYC Member Magnus Ahrens, MYC Member Mayce Ball, MYC Member Kayleigh Cavazos, MYC Member Preston Hamilton, MYC Member Elizabeth Josey, MYC Member Megan Kelly, MYC Member McKenzie Kimbrell, MYC Member Emma Kornegay, MYC Member Ava Monroe, MYC Member Zoe Morse, MYC Member Travis Rousseau, MYC Member Ronald Simon, MYC Member Ava Strother, MYC Member Ely Terrell, MYC Member Kadence Topinka.

4. Items for Consideration

A. **Discuss the election process of MYC Officers and elect the 2024-2025 officers. (Staff Contact: Lisandra Leal, Assistant City Secretary)**

Lisandra Leal, Assistant City Secretary gave a presentation on topic on the election process. MYC members elected Officers for 2024 – 2025.

Motion made by MYC Member Kaleigh Cavazos, Seconded by MYC Member Travis Rousseau to elect:

- Kacey Burbridge – Chair
- Preston Graham – Vice Chair
- Ava Strother – Secretary
- Zoe Morse – Historian
- Elizabeth Josey – Communications Officer

Voting Yea: MYC Member Magnus Ahrens, MYC Member Mayce Ball, MYC Member Kayleigh Cavazos, MYC Member Preston Hamilton, MYC Member Elizabeth Josey, MYC Member Megan Kelly, MYC Member McKenzie Kimbrell, MYC Member Emma Kornegay, MYC Member Ava Monroe, MYC Member Zoe Morse, MYC Member Travis Rousseau, MYC Member Ronald Simon, MYC Member Ava Strother, MYC Member Ely Terrell, MYC Member Kadence Topinka.

B. **Consider approval of the Mayor’s Youth Council meeting calendar for 2024-2025. (Staff Contact: Lisandra, Leal Assistant City Secretary)**

Lisandra Leal, Assistant City Secretary presented the 2024 – 2025 MYC calendar.

Motion made by MYC Member Preston Graham, Seconded by MYC Member Kaleigh Cavazos to approve the Mayor’s Youth Council calendar for 2024 - 2025.

Voting Yea: MYC Member Magnus Ahrens, MYC Member Mayce Ball, MYC Member Kayleigh Cavazos, MYC Member Preston Hamilton, MYC Member Elizabeth Josey, MYC Member Megan Kelly, MYC Member McKenzie Kimbrell, MYC Member Emma Kornegay, MYC Member Ava Monroe, MYC Member Zoe Morse, MYC Member Travis Rousseau, MYC Member Ronald Simon, MYC Member Ava Strother, MYC Member Ely Terrell, MYC Member Kadence Topinka.

5. MYC Reports and Discussion Items

A. **Introduce Assistant to the City Manager Justin Scharnhorst. (Staff Contact: Lisandra Leal, Assistant City Secretary)**

Lisandra Leal, Assistant City Secretary introduced Assistant to the City Manager Just Scharnhorst.

Justin Scharnhorst shared with the MYC members that he will be the staff representative for the 2024 – 2025 year.

B. Recognition of Seniors and presentation of certificates. (Presenter: Mayor Chris Fletcher)

Mayor Fletcher recognized the graduating seniors and presented them with a certificate.

6. Adjourn

Motion made by MYC Member Travis Rousseau, seconded by MYC Member Emma Kornegay.

MYC Chair Ball adjourned the meeting.

Time: 7:50 PM.

Ely Terrell
Mayor's Youth Council Historian



Introduction and MYC 24/25

JANALEA HEMBREE, ASSISTANT TO THE CITY MANAGER

OCTOBER 28, 2024

Council and Staff Li

- Mayor Chris Fletcher
- Council Member Victoria Johnson
- Janalea Hembree
 - 817-360-5123
 - jhembree@burlesontx.com



MYC 2024/2025

- Starting Fresh
 - Relaxed Meeting Structure
 - Update Bylaws
 - Draft 24/25 Goals
 - New Committee Folders and Packets
 - New Shirts
- Getting Involved
 - Volunteer and Community Events
 - Fund Raising Events



Janalea Hembree
Assistant to the City Manager
jhembree@burlesontx.com
817.426.9299



MYC Bylaws and Policy 1

JANALEA HEMBREE, ASSISTANT TO THE CITY MANAGER

OCTOBER 28, 2024

Section Changes

- Logo Update
- Article II: Purpose, Powers, and Duties
- Article III: Membership
- Article IV: Officers
- Article V: Regular and Special Meetings
- Article VI: Committees Standing and Ad-Hoc
- Article VII: Reports Annual and Special



Key Changes



- Article II: Purpose, Powers, and Duties
 - Removed: "The Youth Council shall facilitate the planning and organization of youth summits and regular neighborhood meetings throughout the city."
- Article III: Membership
 - Changed: Members from 28 to 15
 - Removed: Required Members
- Article IV: Officers
 - Updated: A few minor updates to language

Key Changes

- Article V: Regular and Special Meetings
 - Removed: Restrictions to when meetings are required to be held
 - Removed: Restrictions and requirements of agenda posting
 - Updated: Quorum requirements
- Article VI: Committees Standing and Ad-Hoc
 - Changed: Requirements of Executive Committee Meetings
- Article VII: Reports Annual and special
 - Added: Goals should be outlined and



MYC Policy 1 – Key Changes

Item B.



- Chair
 - Updated minor language
- Secretary
 - Updated minutes due requirements
 - Added responsibilities of Chair if Chair and Vice-Chair are absent
- Communications Office
 - Added responsibilities of Secretary is Secretary is absent



Action

- Approve changes to the Bylaws and MYC Policy 1 as presented.
- Approve Bylaws and MYC Policy 1 with changes.
- Deny changes to Bylaws and MYC Policy 1.

Janalea Hembree
Assistant to the City Manager
jhembree@burlesontx.com
817.426.9299

BYLAWS

Adopted:

March 24, 2008

January 25, 2010 amended

July 27, 2015 amended

June 25, 2018 amended

June 24, 2019 amended

June 27, 2022 amended

October 28, 2024 amended

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 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 fifteen(15) 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.

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.

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

The Mayor of the City of Burleson;

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

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 (4) years combined service.

The terms of the ex-officio 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 , 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.

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 Youth Council. This includes taking full responsibility 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: Burseson Mayor's Youth Council Social Media accounts. The Communication Officer will also work closely with the Historian to make sure all Youth Council events are documented with photographs. T

Communication Officer shall attend Executive Committee meetings and other meetings as needed. 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 each month. A minimum of 10 regular meetings are to be scheduled each Youth Council year (June 1st to May 31st). The Youth Council, Mayor, City Council, or the Staff Liaison may vote to reschedule or cancel meetings as necessary. (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.

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 meetings of the members or Executive Committee, 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. A notice stating the place, day, hour, and purpose of the meeting, , shall be provided to all members seventy-two (72) hours prior to the meeting.

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) voting members total: 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 when necessary. The Executive Committee shall have the right to determine the agenda

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. Goals should be outlined and adopted by the Youth Council each year.

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.

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.

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 28th of October, 2024 by the Mayor's Youth Council of the City of Burleson.

Mayor's Youth Council Chair
2024-2025

Janalea Hembree
City of Burleson
Mayor's Youth Council Staff Liaison



MAYOR'S YOUTH COUNCIL POLICY 1

Policy for Officer Duties and Responsibilities

Item B.

This policy is established to define the responsibilities in Article IV of the Mayor's Youth Council bylaws that states officer shall be Chair, Vice-Chair, Secretary, Historian, Communications Officer, and Executive Committee.

Chair Responsibilities:

- Attend chapter meetings.
- Preside over Youth Council meetings and Executive Committee meetings.
- Serve as chair for assigned committee meetings.
- Assist Staff Liaison and/or Executive Committee to determine agenda.
- Act as a spokesperson for the Youth Council.
- Report to the City Council on Youth Council items and updates.
- Responsible for annual report of Youth Council to present at City Council meeting.
- Prepare meeting/event recaps for membership and social media page, due for distribution the first Monday of every month.
- Mentor members.
- Ensure committee members are meeting their goals and projects.

Vice-Chair Responsibilities:

- Attend chapter meetings.
- Take on the duties of the Chair in the event the Chair is unable to fulfill such duties.
- Responsible for completing the financial duties such as prepare a budget, maintain finances, and report the financial status to Youth Council.
- Responsible for fundraising efforts of the Youth Council
- Chair a finance committee if necessary.
- Attend Executive Committee meetings.
- Introduce guest speakers.
- Mentor members.
- Ensure committee chairs and members are meeting their responsibilities and deadlines.

Secretary:

- Attend chapter meetings.
- Preparing typed minutes, due for review to the staff liaison 1 week before the next scheduled meeting.
- Track attendance of all members.
- Take on the duties of the Chair in the event the Chair and Vice-Chair is unable to fulfill such duties.
- Assist the Chair and Youth Council with following bylaws and proper parliamentary procedures.
- Chair a bylaws committee if necessary.

Created June 13, 2023

- Attend Executive Committee meetings.
- Mentor members.

Historian:

- Attend all chapter meetings.
- Provide nametags for members at each meeting/event.
- Take photos at meetings/events, if unable to attend assign responsibility to a committee member in attendance.
- Responsible for Annual Yearbook to include pictures and other memorabilia from each event/activity.
- Provide Assistant City Secretary copy of all photographs of documented meetings/events.
- Work closely with Communications officer to provide photographs for social media uploads.
- Attend Executive Committee meetings.
- Responsible for maintain the History of the Mayor's Youth Council.
- Mentor members.

Communications Officer:

- Attend all chapter meetings.
- Responsible for social media outlets such as Burleson Mayor's Youth Council Social Media accounts.
- Work closely with the Historian to document events with photographs.
- Track attendance and draft meeting minutes in the event the Secretary is not present.
- Attend Executive Committee meetings.
- Mentor members.

Executive Committee – The above listed officers shall comprise the Executive Committee and shall be responsible for the duties below.

- Shall meet prior to each regular Youth Council meeting when necessary or hold special meetings when needed.
- Have the right to determine the agenda of Youth Council meetings with the Staff Liaison, Mayor, and/or City Council.
- Aid in preparation of the Annual Report and annual Yearbook.

Acknowledgement of Officer Responsibilities

I _____ confirm that I have received, read and understand the responsibilities of my duties as _____. I agree to fulfill these duties to the best of my abilities.

Signature

Print Name

Date