



Mayor's Youth Council Agenda

Monday, December 05, 2022
7:00 PM

City Hall - 141 W. Renfro
Burleson, TX 76028

1. **Call to Order**
2. **Citizen Appearances**
3. **Consent Agenda**
 - A. Consider approval of the minutes from the Monday, November 7, 2022 Mayor's Youth Council meeting.
 - B. Consider approval of the Mayor's Youth Council finance report from June 2022-November 2022.
 - C. Consider approval of the Mayor's Youth Council attendance report from June 2022 to November 2022.
4. **MYC Department Reports and Discussion Items:**
 - A. Receive a report and hold a discussion on MYC participation in the Santa's Breakfast on December 3, 2022. (Presenter: Mayce Ball, Parks & Recreation Chair)
 - B. Receive a report and hold a discussion on MYC participation in Christmas at the Library on December 3. (Presenter: Emma Kornegay, Library Services Department)
 - C. Receive a report and hold a discussion on MYC participation in the 2023 YAC Summit on February 4-5 in Dallas. (Presenter: Monica Solko, Deputy City Secretary)
 - D. Receive a report and hold a discussion on amending the MYC Bylaws, Article III, Membership, Absences. (Presenter: Monica Solko, Deputy City Secretary).
5. **Items for Consideration:**
 - A. Consider approval of the plan of action for the Animal Services Department Bake Sale. (Presenter: Alexa Samorano, Animal Services Chair)
6. **MYC Requests for Future Agenda Items or Reports**
7. **Announcements:**
 - Regular City Council Meeting, Monday, December 12, 2022, at 3:30 p.m., at City Hall, Council Chambers, 141 W. Renfro Street.

- Strolling Characters, December 10, 2022, from 10:00 a.m. - 1:00 p.m., at the Mayor Vera Calvin Plaza.
- Strolling Characters, December 17, 2022, from 10:00 a.m. - 1:00 p.m., at the Mayor Vera Calvin Plaza.
- Chat with a Council members, Wednesday, January 11, 2022, 6:00 p.m. at the Mayor Vera Calvin Plaza.
- Texas Youth Advisory Commission Summit 2023, February 4-5, 2023, Dallas, Texas.

8. Adjourn

STAFF CONTACT

Monica Solko
Deputy City Secretary
msolko@burlesontx.com
(817) 426-9682

CERTIFICATE

I hereby certify that the above agenda was posted on this the 2nd of December 2022, 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

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Mayor's Youth Council

DEPARTMENT: City Secretary's Office
FROM: Monica Solko, Deputy City Secretary
MEETING: December 5, 2022

SUBJECT:

Consider approval of the minutes from the Monday, November 7, 2022 Mayor's Youth Council meeting.

SUMMARY:

The Mayor's Youth Council (MYC) duly and legally met on November 7, 2022 for a regular meeting.

OPTIONS:

- 1) MYC may approve the minutes as presented or approve with amendments.

RECOMMENDATION:

Approve.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Monica Solko
Deputy City Secretary
msolko@burlesontx.com
817-426-9682

**MAYOR'S YOUTH COUNCIL
November 7, 2022
MINUTES**

1. Call to Order – Time: 7:10 PM

PRESENT

MYC Vice Chair Mayce Ball
MYC Member Lillian Boatwright
MYC Member Mason Cashion
MYC Member Preston Hamilton
MYC Member Wyatt Klotthor
MYC Member Emma Kornegay
MYC Member Kenneth Sanders
MYC Chair Christian Steele
MYC Member Ely Terrell
MYC Member Madison Voa

ABSENT

MYC Member Sorcha Ahrens
MYC Member Gavin Bloom
MYC Lindsy Bennet
MYC Member Ty Blair
MYC Member Gage Carlson
MYC Member Dylan Forbus
MYC Member Emma Hammett
MYC Member Madison Kahan
MYC Secretary Alexa Samorano
MYC Member Afifa Satter
MYC Member Stormy Stanford
MYC Member Claire Woodruff

STAFF PRESENT

Monica Solko, Deputy City Secretary

STAFF ABSENT

Victoria Johnson, Council Place 1
Joe Byrom, Community Resource Officer

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 Mayor's Youth Council meeting on Monday October 24, 2022.**
- B. Consider approval of the MYC finance report.**
- C. Consider approval of the MYC attendance report.**

Motion made by MYC Vice Chair Ball, Seconded by MYC Chair Steele.

Voting Yea: MYC Vice Chair Ball, MYC Member Boatwright, MYC Member Cashion, MYC Member Hamilton, MYC Member Klotthor, MYC Member Kornegay, MYC Member Sanders, MYC Chair Steele, MYC Member Terrell, and MYC Member Voa.

4. MYC Department Reports

- A. Receive a report and hold a discussion on MYC participation in the Santa's Breakfast on December 3, 2022 (Presenter: Mayce Ball, Parks & Recreation Chair)**

MYC Chair Steele requested this item be moved and presented under Items for Consideration 5B.

- B. Receive a report and hold a discussion on MYC participation in the Christmas at the Library on December 3, 2022. (Presenter: Emma Kornegay, Library Services Department)**

MYC member Kornegay reported on "Christmas at the Library" event on December 3, a signup sheet was passed out for participating members.

- C. Receive a report and hold a discussion on MYC participation in Strolling Characters on December 10 and 17. (Presenter: Christian Steele, Economic Development Department)**

MYC Chair Steele report on "Strolling Characters" event on December 10 and 17, a signup sheet was passed out for participating members.

- D. Receive a report and hold a discussion on amending the MYC Bylaws, Article III, Membership. (Presenter: Monica Solko, Deputy City Secretary)**

Ms. Solko reported on the requested changes by members to the bylaws. Changes include the number of members, alternates, absences including enforcement of excused or unexcused absences, definition of advance notification and emergency notification due to illness, enforcement of removal of board members for lack of attendance, and application process for future members. After a brief discussion and questions by members, the consensus was to continue discussion at the December meeting.

5. Items for Consideration

- A. Consider approval of the plan of action for the Animal Services Department Bake Sale. (Presenter: Alexa Samorano, Animal Services Chair) - CONTINUED ITEM**

Ms. Solko presented on behalf of Alexa. The Animal Services Department would like to host a bake sale at the last Farmer's Market on December 10. Department is requesting \$200. The memberships discussed other members bringing bake goods to the sale to save money. After a brief discussion, members requested to continue the item at the December meeting.

- B. Receive a report and discuss the on MYC participation in the Santa's Breakfast on December 3, 2022. (Presenter: Mayce Ball, Parks and Recreation Chair)**

MYC Vice Chair Ball reported on "Santa's Breakfast" event on December 3, a signup sheet was passed out for participating members to with craft tables. She requested \$500 for crafting supplies

Motion made by MYC Member Terrell, seconded by MYC Member Klotthor to approve the budget of \$500 for crafting supplies at Santa's Breakfast.

Voting Yea: MYC Vice Chair Ball, MYC Member Boatwright, MYC Member Cashion, MYC Member Hamilton, MYC Member Klotthor, MYC Member Kornegay, MYC Member Sanders, MYC Chair Steele, MYC Member Terrell, and MYC Member Voa.

6. Announcements & Upcoming Events

- Regular City Council meeting, Monday November 14, 2022 at 3:30 p.m. in City Hall Council Chambers
- Traditional Thanksgiving Lunch for Seniors, Friday, November 18, 2022, from 11:30a.m. – 1:30 p.m., at the Senior Activity Center, 216 SW Johnson Avenue.
- Chat with Council members, Thursday, December 1, 2022, at 6:00 p.m., at the Mayor Vera Calvin Plaza, 141 W. Renfro Street.
- Santa's Breakfast, Saturday, December 3, 2022 at 7:00 a.m.-11:00 a.m., at Russel Farm Art Center, 405 W. County Road 714.
- Christmas at the Library, Saturday, December 3, 2022, 10:00 a.m. - 1:00 p.m., at the Burleson Public Library, 248 SW Johnson Avenue.
- MYC meeting, Monday, December 5, 2022, at 7:00 p.m., in City Hall, Council Chambers, 141 W. Renfro Street.
- Regular City Council meeting, Monday, December 12, 2022, in City Hall, Council Chambers, 141 W. Renfro Street.
- Chat with Council, Wednesday, January 11, 2022 at 6:00 p.m., at the Mayor Vera Calvin Plaza, 141, W. Renfro Street.

7. MYC request for future agenda items or reports

- Discuss the use of alternates to fill vacancies.

8. Adjourn

Motion made by MYC member Terrell, seconded by MYC member Ball.

MYC Chair Steele adjourned the meeting.

Time: 8:11 PM.

Alexa Samorano
Mayor's Youth Council Secretary

Mayor's Youth Council

DEPARTMENT: City Secretary's Office
FROM: Monica Solko, Deputy City Secretary
MEETING: December 5, 2022

SUBJECT:

Consider approval of the Mayor's Youth Council finance report from June 2022-November 2022.

SUMMARY:

The Mayor's Youth Council (MYC) is being asked to approve the finance report from June 2022-November 2022.

OPTIONS:

- 1) MYC may approve the finance report as presented or approve with amendments.

RECOMMENDATION:

Approve.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Monica Solko
Deputy City Secretary
msolko@burlesontx.com
817-426-9682

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

As of: June 27, 2022

Food	\$	MYC Events / Projects	\$	Travel	\$	MYC Supplies	\$
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[illegible]

Total = 548.75

Balance \$ 4,345.75

Mayor's Youth Council

DEPARTMENT: City Secretary's Office
FROM: Monica Solko, Deputy City Secretary
MEETING: December 5, 2022

SUBJECT:

Consider approval of the Mayor's Youth Council attendance report from June 2022 to November 2022.

SUMMARY:

The Mayor's Youth Council (MYC) is being asked to approve the attendance report from June 2022-November 2022.

OPTIONS:

- 1) MYC may approve the attendance report as presented or approve with amendments.

RECOMMENDATION:

Approve.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Monica Solko
Deputy City Secretary
msolko@burlesontx.com
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MYC																														
DATES	Sorcha Ahrens	Mayce Ball	Ty Blair	Gavin Bloom	Lillian Boatwright	Mason Cashion	Emma Kornegay	Kenneth Sanders	Madison Voa	Dylan Forbus	Preston Hamilton	Emma Hammett	Claire Woodruff	VACANT	Wyatt Klotthor	VACANT	VACANT	Alexa Samorano	Afifa Satter	Christian Steele	Ely Terrell	VACANT	Stormy Stanford	Lindsi Bennet	Gage Carlson	Mtg Start Time	Meeting End Time	Mtg Length	Total Volunteer Hours	Comment
6/27/22	1	1	0	1	1	1	1	1	1	0	1	1	1		0			1	0	1	1		1	1	0	7:03 PM	8:13 PM	1:10	18:40	
8/29/22	1	1	0	1	1	0	1	1	1	1	1	1	1		1			1	0	1	1		1	0	1	7:04 PM	8:14 PM	1:10	19:50	
9/7/22	0	1	0	0	1	0	1	0	0	0	0	0	0		1			0	0	1	0		1	1	0					CWC
9/10/22																														Trash Bash
9/17/22		1																												Be Healthy Burleson
9/26/22	1	1	0	1	1	1	1	1	0	0	1	0	0		0			1	0	1	0		1	0	1	7:06 PM	7:52 PM	0:46	9:12	
10/8/22	1	0	0	0	1	0	0	1	0	1	0	0	0		0			0	0	1	1		1	0	1					Founder's Day
10/22/22	1	0	0	0	0	0	0	1	0	0	0	0	0		0			0	0	0	0		1	0	0					Boo Bash
10/24/22	1	1	0	1	0	1	1	1	1	0	1	1	1		1			1	0	1	1		1	0	1	7:06 PM	7:47 PM	0:41	10:56	
11/7/22	0	1	0	0	1	1	1	1	1	0	1	0	0		1			0	0	1	1		0	0	0	7:10 PM	8:11 PM	1:01	10:10	
12/1/22																														CWC - CANCELLED
12/3/22																														Santa's Breakfast
12/3/22																														Christmas at the Library
12/5/22																												0:00	0:00	
1/12/23																														CWC
1/30/22																												0:00	0:00	
2/27/22																												0:00	0:00	
3/9/23																														CWC
3/27/22																												0:00	0:00	
4/24/22																												0:00	0:00	
5/22/22																												0:00	0:00	
Mtgs attended	4	5	0	4	4	4	5	5	4	1	5	3	3		3			4	0	5	4		4	1	3					
% Attended	80%	100%	0%	80%	80%	80%	100%	100%	80%	20%	100%	60%	60%		60%			80%	0%	100%	80%		80%	20%	60%			Total Mtg Hrs.	Total Vol. Hrs	
Events	2	0	0	0	2	0	1	2	0	1	0	0	0		0			0	0	2	1		3	1	1					
5	Meetings for FY22-23																										4:48:00	20:48:00		

Code of Ordinances - Section 2-34 - Absence

(a) When a member of any city board or commission is absent for three regular consecutive meetings, unless prevented by sickness, without first having obtained a leave of absence at a regular meeting, the member shall be deemed to have vacated the member's position. The city secretary shall notify the city council of such absences within ten days of the third consecutive unexcused absence.

(b) If any board or commission member shall fail to attend at least 75 percent of the called meetings during the 12-month period between October 1 through September 30, such board or commission member shall be deemed to have vacated their position on that board or commission (the 75 percent rule shall only apply to boards or commissions which meet at least once a month on a called basis).

(c) At the next city council meeting after notification by the city secretary as specified in subsections (a) and (b) above, the city council shall declare the member removed from the rolls of said board or commission and begin procedures to fill such vacancy. If such vacancy occurs within three months of October 1, the city council may, if it deems appropriate, fill the vacancy at the annual appointment time.



THE CITY OF
BURLESON
TEXAS
Parks and
Recreation

Item A.

Tickets
\$7 Adults
\$5 Kids



**GET YOUR
TICKETS!**

DEC 3, 2022
7 - 11 AM

Santa's Breakfast

INCLUDES
PANCAKE
BREAKFAST
& PHOTOS
W SANTA



RUSSELL FARM ART CENTER
405 W CR 714 | Burleson, Texas

Theme:
Jingle
Bells



Christmas

at the **Library**

December 3
10 a.m. – 1 p.m.

Create ornaments and gifts at craft stations throughout the library, enjoy refreshments, a holiday scavenger hunt, prize drawing and more!

THE CITY OF
BURLESON
TEXAS

Library





The 2023 YAC Summit will be held on February 4-5 in Dallas.

What is the YAC Summit?

The Annual Texas Youth Advisory Commission (YAC) Summit is a two-day statewide event sponsored by the Texas Municipal League and hosted by a city and its youth advisory commission (YAC). While the summit has a serious mission of educating, inspiring, and empowering, it is also built for fun. The next YAC Summit will be hosted by the City of Dallas on February 4-5, 2023, at the Omni Dallas Hotel. For those arriving early, a welcome reception will be held on Friday, February 3.

The 2023 event will push attendees to their maximum potential with skill-building workshops, inspirational speakers, multiple networking opportunities, and more.

Summit Purpose

The YAC Summit is an opportunity for cities, schools, and community youth groups to share their experiences of their programs and the positive impact that the programs have had locally. The summit is organized to promote a fun environment for youth and city leaders to learn from and work with each other. Adults and students will leave with a greater appreciation of their own programs and new ideas to move their group forward in coming years.

If your community doesn't have a YAC, you are invited to attend the Summit and learn more about how one can help your community. There will be sessions dedicated for adult leaders during the Summit. This event provides excellent networking opportunities with leaders from established YACs across the State.



Agenda

All events will be held at the Dallas Omni Hotel unless otherwise noted. Please check back frequently as more information is added.

Friday, February 3

Evening	Welcome Reception and Networking Arriving early? Come mingle for awhile before the official kick-off to the weekend.
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Saturday, February 4

Morning	Check-in, Breakfast, and General Session
Mid-Morning	Dallas Tour and Activity
Afternoon	Lunch and General Session
	Breakout Sessions
Evening	Evening Social

Sunday, February 5

Morning	Breakfast Breakout Sessions Final Recap and Wrap-up Presentations
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Registration is \$50 per attendee (youth or adult) and includes admission to all summit sessions and events, continental breakfast on Saturday and Sunday, lunch on Saturday, and an event t-shirt, if registration is received before the early registration deadline of **Friday, January 6**.

Registrations after the early deadline are based on availability and will increase to \$75 per attendee (late registration fee). Please note that event t-shirts cannot be guaranteed after the early registration deadline due to the ordering process.

[Register](#)

[Here](#)

Please make sure to select your registration type (adult or youth) and shirt size when registering. Once registration is complete, you'll be taken to PayPal to make payment.



Location

The 2023 Youth Advisory Commission Summit will be held at the Omni Dallas Hotel, located at 555 South Lamar Street in Dallas. The hotel has extended a room rate of \$189/night. Self-parking is \$22/night and valet is \$34/night. **To receive this special rate, call 1-800-THE-OMNI and ask for the 2023 Youth Advisory Commission Summit rate. This rate will be available until January 6, 2023, or until the block is full.**

YAC Summit Projects

More information will be available soon on the summit projects.

Display Table

Established YAC programs will have the opportunity to show what their program is all about. Create a display and bring examples—photos, newspaper articles, brochures, guidelines from programs, etc. Materials will be on display throughout the summit. If you are interested in a display table, please indicate so on the registration form.

City Pins

If your group has city pins or items similar to trade, it is recommended to at least 200. The trading of these items helps build unity and communication between cities/groups throughout the Summit.

Cancellation Policy

If you are registered and cannot attend, we encourage you to send a substitute. If you cannot send a substitute, a \$25 cancellation fee will be assessed if a cancellation notice is emailed to acct@tml.org by **January 6**. No refunds will be given after this date.

Special Accommodations

If you are in need of assistance of any kind, including dietary restrictions (such as allergies or sensitivities to particular ingredients), mobility, or audio or visual aids, please contact jredin@tml.org by January 6.

Questions

Contact Jacqueline Redin with the Texas Municipal League staff at 512-231-7480 or jredin@tml.org. Questions regarding payment? Contact acct@tml.org or 512-231-7400. If the registration page does not automatically appear, please refresh the page.

Mayor's Youth Council

DEPARTMENT: City Secretary's Office
FROM: Monica Solko, Deputy City Secretary
MEETING: December 5, 2022

SUBJECT:

Receive a report and hold a discussion on amending the MYC Bylaws, Article III, Membership, Absences. (Presenter: Monica Solko, Deputy City Secretary).

SUMMARY:

The Mayor's Youth Council (MYC) is being asked to consider amending the MYC Bylaws, Article III, Membership, Absences.

- Absences of members (unexcused or excused)
- Removal of members

OPTIONS:

- 1) Staff direction.

RECOMMENDATION:

N/A.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Monica Solko
Deputy City Secretary
msolko@burlesontx.com
817-426-9682



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

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 of the 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. **Advance notification shall be 48-hours before the scheduled meeting unless prevented by illness.** 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. **If any member shall fail to attend at least 75 percent of the called meetings during the 12-month period between June 1 through May 31, such member shall be deemed to have vacated their position on the council. Staff liaison shall inform members through written communication of the risk of removal due to attendance.**

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 Youth 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 to the meeting on the bulletin board outside the entrance of Burleson's City Hall (141 West Renfro, 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.

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.

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

Monica Solko
City of Burleson
Mayor's Youth Council Staff
Liaison