
Monday, February 27, 2023
7:00 PM

City Hall - 141 W. Renfro
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. Consent Agenda

A. Consider approval of the minutes from the Monday, December 5, 2022 Mayor's Youth Council meeting. *(Staff contact: Monica Solko, Deputy City Secretary)*

B. Consider approval of the Mayor's Youth Council attendance report from June 2022 to December 2022. *(Staff contact: Monica Solko, Deputy City Secretary)*

C. Consider approval of the Mayor's Youth Council finance report from June 2022-December 2022. *(Staff contact: Monica Solko, Deputy City Secretary)*

4. MYC Reports and Discussion Items

A. Presentation on Burleson Police Department Explorer Program. *(Presenter: Sergeant Shelly Henken, Burleson Police Department)*

B. Receive a report and hold a discussion on Teen Programming at the BRiCK. *(Presenter: London Pulfer, Recreation Supervisor and Jessica Martinez, Recreation Manager)*

C. Receive a report and hold a discussion on MYC participation in the Animal Services Bake Sale on December 17, 2022 and donation check to Animal Services. *(Presenter: Alexa Samorano, Animal Services Chair)*

- D. Receive a report and hold a discussion on MYC participation in the Strolling Characters event on December 17, 2022. *(Presenter: Kenneth Sanders, Library Services Department)*
- E. Receive a report and hold a discussion on MYC participation in the Chat with Council at Dwell Coffee and Biscuits on January 11, 2023. *(Presenter: Ely Terrell, Library Services Department)*
- F. Receive a report and hold a discussion on the Free Little Library book donation from the national Charity League Burleson/Mansfield chapter on January 23, 2023 city council meeting. *(Presenter: Emma Kornegay, Chair Library Services Department)*

5. Items for Consideration

- A. Consider approval of amendments to the Mayor's Youth Council (MYC) Bylaws. *(Presenter: Monica Solko, Deputy City Secretary).*
- B. Consider approval of cancelling the March 27, 2023 MYC meeting or rescheduling to March 13, 2023 due to a conflict during the National League of Cities (NLC) Congressional Conference, Washington, DC trip. *(Presenter: Monica Solko, Deputy City Secretary).*

6. MYC Requests for Future Agenda Items or Reports

7. Announcements

- City Council meeting, March 6, 2023, 4:30pm, City Hall, Council Chambers.
- Dogs and Donuts, Saturday, March 11, 2023, 9:30am-11am, Burleson Bark Park.
- City Council meeting, March 20, 2023, 5:30pm, City Hall, Council Chambers.
- Teen Movie Night, Friday, March 24, 2023, 6pm-9pm, Mayor Vera Plaza.
- Vietnam Veterans Celebration, March 25, 2023, 2pm, Memorial Plaza.
- National League of Cities Congressional Conference, March 25-27, 2023, Washington, DC.
- Bunny Daze, Saturday, April 1, 2023, 12pm-3pm, Burleson Bark Park.
- Earth Day Event, Saturday, April 22, 2023, 10am-12pm, Russell Farm Art Center.
- Mayor's Youth Council meeting, April 24, 2023, 7pm, City Hall, Council Chambers.
- Arbor Day Celebration, Saturday, April 28, 2023, 10am-11am, Centennial.

8. Adjourn

Staff Contact

Monica Solko
Deputy City Secretary
(817) 426-9682

CERTIFICATE

I hereby certify that the above agenda was posted on this the **24th of February 2023, 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

DEPARTMENT: City Secretary's Office

FROM: Monica Solko, Deputy City Secretary

MEETING: January 30, 2023

SUBJECT:

Consider approval of the minutes from the Monday, December 5, 2022 Mayor's Youth Council meeting. *(Staff contact: Monica Solko, Deputy City Secretary)*

SUMMARY:

The Mayor's Youth Council (MYC) duly and legally met on December 5, 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
December 5, 2022
MINUTES**

1. Call to Order – Time: 7:05 PM

PRESENT

MYC Member Sorchah Ahrens
MYC Vice Chair Mayce Ball
MYC Member Gavin Bloom
MYC Member Mason Cashion
MYC Member Dylan Forbus
MYC Member Emma Kornegay
MYC Member Kenneth Sanders
MYC Member Stormy Stanford
MYC Chair Christian Steele
MYC Member Ely Terrell
MYC Member Claire Woodruff

ABSENT

MYC Member Lillian Boatwright
MYC Lindsay Bennet
MYC Member Gage Carlson
MYC Member Emma Hammett
MYC Member Preston Hamilton
MYC Member Wyatt Klotter
MYC Member Madison Kahan
MYC Secretary Alexa Samorano
MYC Member Madison Voa

STAFF PRESENT

Monica Solko, Deputy City Secretary
Jaqueline Munoz, Community Initiatives and
Special Projects Manager
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.

Mary Ann Spaun, Russell Farm Supervisor, spoke to MYC about volunteering with Christmas at the Farm on December 10, 2022.

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 November 7, 2022.**
- B. Consider approval of the MYC finance report.**
- C. Consider approval of the MYC attendance report.**

Motion made by MYC Member Terrell, Seconded by MYC Member Bloom.

Voting Yea: MYC Member Sorchah Ahrens, MYC Vice Chair Mayce Ball, MYC Member Mason Cashion, MYC Member Dylan Forbus, MYC Member Emma Kornegay, MYC Member Kenneth Sanders, MYC Member Stormy Stanford, MYC Chair Christian Steele, MYC Member Claire Woodruff.

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 Vice Chair Ball reported on "Santa's Breakfast", the likes, dislikes and what they would do differently. Highlights included: need more tables, need a heater or two, stickers were easier but messy during clean with paper backing, no glue or glitter, maybe look at cookie decorating or a s'mores activity.

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, great event, lots of participation, MYC helped with greeting, crafts and could use more tables next time.

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)

Ms. Solko reported on the YAC Summit in Dallas on February 4-5, 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 to the bylaws by the membership. After a few questions and discussion consensus was to bring back for approval.

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). *ITEM WAS CONTINUED FROM THE NOVEMBER 7, 2022 MYC MEETING.***

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.

Motion made by MYC Member Cashion, Seconded by MYC Member Terrell to approve the \$200 expenditure.

Voting Yea: MYC Member Sorcha Ahrens, MYC Vice Chair Mayce Ball, MYC Member Gavin Bloom, MYC Member Dylan Forbus, MYC Member Emma Kornegay, MYC Member Kenneth Sanders, MYC Member Stormy Stanford, MYC Chair Christian Steele, MYC Member Claire Woodruff.

6. MYC request for future agenda items or reports

- None.

7. Announcements & Upcoming Events

- Regular City Council meeting, Monday, December 12, 2022, at 4:30 p.m. in City Hall, Council Chambers, 141 W. Renfro Street.
- Strolling Characters, December 10, 2022 from 10am-1pm, at the Mayor Vera Calvin Plaza.
- Strolling Characters, December 17, 2022 from 10am-1pm, at the Mayor Vera Calvin Plaza.
- Chat with Council, Wednesday, January 11, 2022 at 6:00 p.m., at the Dwell Coffee & Biscuits, 108 W. Ellison Street, #101 from 6-7pm.
- Texas Youth Advisory Commission Summit (YAC) 2023, February 4-5, 2022, Dallas, Texas
- Mayor's Youth Council meeting, Monday, January 30, 2023, at 7:00 p.m. in City Hall, Council Chambers, 141 W. Renfro Street.

8. Adjourn

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

MYC Chair Steele adjourned the meeting.

Time: 7:59 PM.

Alexa Samorano
Mayor's Youth Council Secretary

Mayor's Youth Council

DEPARTMENT: City Secretary's Office

FROM: Monica Solko, Deputy City Secretary

MEETING: January 30, 2023

SUBJECT:

Consider approval of the Mayor's Youth Council attendance report from June 2022 to December 2022. *(Staff contact: Monica Solko, Deputy City Secretary)*

SUMMARY:

The Mayor's Youth Council (MYC) is being asked to approve the attendance report from June 2022-December 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
817-426-9682

[illegible]

Mayor's Youth Council

DEPARTMENT: City Secretary's Office

FROM: Monica Solko, Deputy City Secretary

MEETING: January 30, 2023

SUBJECT:

Consider approval of the Mayor's Youth Council finance report from June 2022-December 2022.
(Staff contact: Monica Solko, Deputy City Secretary)

SUMMARY:

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

Beginning Balance \$	6,000.00
Expenditures \$	4,026.67
Balance \$	1,973.33

Expenditures \$ 4,026.67

Balance \$ 1,973.33

Mayor's Youth Council

DEPARTMENT: City Secretary's Office

FROM: Monica Solko, Deputy City Secretary

MEETING: January 30, 2023

SUBJECT:

Consider approval of amendments to the Mayor's Youth Council (MYC) Bylaws. (*Presenter: Monica Solko, Deputy City Secretary*).

SUMMARY:

The Mayor's Youth Council (MYC) is being asked to consider approval of amendments to the MYC Bylaws, Article III, Membership, Absences and Article V, Regular and Special Meetings, Attendance of Meeting.

Changes include:

- Required 2 days (48-hours) notification if unable to attend unless prevented by illness.
- Removal of any member who fails to attend 75% of the called meetings.
- Notification by written communication of risk of removal.

OPTIONS:

- 1) Approve MYC Bylaws as presented or with amendments.

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