

RESOLUTION NO. 2 FOR 2004

A RESOLUTION ESTABLISHING A YOUTH ADVISORY COUNCIL FOR THE CITY OF SWEET HOME AND ESTABLISHING OPERATING BYLAWS FOR THE SWEET HOME YOUTH ADVISORY COUNCIL.

WHEREAS, the Sweet Home City Council recognizes the contribution young people can make to City government; and

WHEREAS, the Sweet Home City Council recognizes that participation in local government will have educational benefit to the young people of the community; and

WHEREAS, participation in governmental proceedings and community issues and activities will help develop responsible future citizens; and

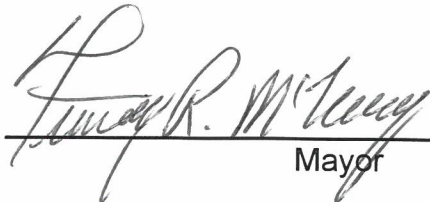
WHEREAS, the student representatives will serve as liaisons between City government and the young people of the community.

NOW, THEREFORE, BE IT RESOLVED that the Sweet Home City Council hereby establishes a Youth Advisory Council for the City of Sweet Home and adopts the following related documents as attached:

SWEET HOME YOUTH ADVISORY COUNCIL CHARTER
SWEET HOME YOUTH ADVISORY COUNCIL BYLAWS
SWEET HOME YOUTH ADVISORY COUNCIL APPLICATION

This resolution shall be effective immediately upon its passage.

PASSED by the Council and approved by the Mayor this 9th day of March, 2004.



Mayor

ATTEST:



City Manager – Ex Officio City Recorder



CITY OF SWEET HOME YOUTH ADVISORY COUNCIL CHARTER

PURPOSES:

1. To provide an opportunity for the youth of Sweet Home to acquire a greater knowledge of and appreciation for the political system through active participation in the system.
2. To help the Mayor, City Council and City Staff solve the problems and accomplish the goals of this community by working directly with the representatives of the youth.
3. To serve the youth of the Sweet Home area by:
 - a. Informing the City of Sweet Home of the needs and wishes of the youth.
 - b. Planning and implementing social, educational, cultural and recreational activities for the youth.
 - c. Working with the Mayor, City Council, City Department Heads, Schools, Chamber of Commerce, Civic Clubs and Service Organizations to provide service and leadership opportunities for the youth of the City.
 - d. To instill a feeling of positive self worth and esteem.
 - e. To teach respect for the rights and property of others.
 - f. To promote community pride and to eliminate potential negative influences among our future community leaders.

Adopted: March 9, 2004



CITY OF SWEET HOME YOUTH ADVISORY COUNCIL BYLAWS

Adopted March 9, 2004

The purpose of the Sweet Home Youth Advisory Council:

- Advise the Sweet Home City Council on issues that affect youth in our community
- Provide the primary communication link for youth to government, business and the entire community on a variety of subjects and opportunities
- Identify and advocate the needs of youth in our community
- Identify and carry out events and activities for the community which are important to youth

Areas of interest that have been identified by the Council include:

- Youth and government communicating and working together
- Youth learning about government on a first-hand basis
- Joint meeting with the City Council, the School Board, the Chamber of Commerce, Service Clubs and Religious Groups
- Joint events between youth, the City and other organizations in the community
- Opportunities for community service

1. **Principles:**

a. We:

- i. Are strongly committed to our purpose and goals
- ii. Represent a variety of youth perspectives
- iii. Reach the community through our actions and our actions are directly related to what is important to youth
- iv. Are a catalyst, bringing together youth and adults to create a better community for everyone
- v. Are leaders

b. We believe:

- i. Everyone in the community deserves to be heard and respected
- ii. Youth have a responsibility for making decisions which affect them and their community
- iii. Youth can make a difference
- iv. Our work must make an impact in the community

c. We will:

- i. Actively seek to engage youth in our work
- ii. Strive to raise community awareness of youth issues
- iii. Advocate youth participation in the community
- iv. Represent youth by their strengths rather than their struggles
- v. Advocate for youth and their concerns

2. Structure:

- a. The Sweet Home Youth Advisory Council shall consist of 11 members as follows:
- | | |
|---|---------------------|
| Sweet Home High School | 4 Youth as follows: |
| 1 Senior, 1 Junior, 1 Sophomore, 1 Freshman | |
| Sweet Home Junior High School | 2 Youth as follows: |
| 1 Seventh Grade, 1 Eighth Grade | |
| Sweet Home School District Elementary Schools | 2 Youth as follows: |
| 2 Sixth Grade | |
| East Linn Christian Academy | 1 Youth as follows: |
| 1 Grades 6 -12 | |
| Home School | 1 Youth as follows: |
| 1 Aged 12 – 19 | |
| At Large Youth | 1 Youth as follows: |
| 1 Aged 12 - 19 | |

11 Youth Total

- b. The YAC shall select at the first regular YAC meeting each year the following officers:
- i. Chair
 1. Facilitate regular meetings
 2. Set and prepare regular meeting agendas
 - ii. Vice Chair
 1. In the absence of the Chair, facilitate regular and special meetings
 2. In the absence of the Chair, set and prepare regular and special meeting agendas
 - iii. Secretary
 1. Maintain all contact lists
 2. Publish event schedules, announcements and reminders
 3. Provide Public relations, publicity and other YAC information
 4. Maintain member attendance records for all meetings
 5. Assure that decisions made and issues raised at regular meetings are documented and disseminated to the correct officer or committee
 - iv. Activities Coordinator
 1. Coordinate activity and event committees
 2. Appoint and oversee activity committee chairs
 3. Provide for committee reports
 4. Establish ad hoc committees as needed
 - v. Treasurer
 1. Maintain financial records and report financial status to the Council
- c. The YAC year shall begin September 1 and run until August 31
- i. Regular meetings shall occur semi-monthly on the first and third Thursdays from 6:30 – 8:00 PM

- ii. Meetings will be held in City of Sweet Home City Hall Annex or other location as determined by the YAC

3. Election of Officers and Members:

- a. The Council shall elect the officers from the current YAC members at the first regular meeting in September for the coming year
 - i. YAC members wishing to be considered for officers shall note that in their applications
 - ii. Members may make presentations to the Council at the election meeting of up to 3 minutes in length
 - iii. Each of the members present shall vote for each of the officer positions
 - iv. The officers shall take their respective positions at the first regular meeting in September
- b. Applications for YAC membership shall be made available during the first week in April
 - i. Applications shall be made on the YAC application
 - ii. Any officer can be removed by 4/5 vote of the YAC
- c. Applications shall be submitted to the City Manager by the last week in May
 - i. If a vacancy occurs mid term, the YAC Board and the City Council shall appoint a member to fill the vacancy

4. Attendance Requirements:

- a. After the first regular meeting in September members are required to maintain a 60% attendance record at regular YAC meetings, as calculated from the first regular meeting
- b. Pre-arranged absences do not count against members; however, they must notify the Secretary and or Chair/Vice Chair in advance
- c. If a member's attendance record drops below 60% for two consecutive months, that position shall become vacant
- d. If a member misses over one-half of a meeting, they are late
- e. Excused absences prior to the meeting will not be counted as absent

5. Rules of Procedure:

- a. Regular Meetings shall use basic Parliamentary procedure
 - i. Members shall respect and encourage various points of view and all members of the YAC will have an equal voice and vote
 - ii. Members shall seek consensus on issues whenever practicable
- b. A quorum of over 50% of the appointed YAC members shall be present in order for the Council to pass motions.

- c. A motion requires a proper second, and discussion to the motion must be allowed prior to the vote
 - i. A majority of "yes" votes cast by YAC members present, constituting a quorum, shall be required in order to pass a motion
- d. There shall be roll-call votes on all financial issues
- e. A member may move for a roll-call vote at any time
 - i. The motion for roll-call vote requires an immediate vote without a second or discussion
 - ii. Discussion on the original motion continues
- f. A member may move to table an issue to a date certain at any time
 - i. The motion to table requires an immediate vote without a second or discussion
 - ii. If the motion to table is successful, discussion on the original motion shall wait until the date certain
- g. A member may call the question on a motion at any time
 - i. The call requires an immediate vote without a second or discussion, and if successful, then the original motion requires an immediate vote without further discussion
- h. A special meeting of the YAC may be called by either Chair/Vice Chair or a majority of the YAC membership with 4 days' notice
 - i. The Secretary shall be notified within 4 days of the special meeting date
 - ii. The Secretary shall notify all available members within 3 days of the special meeting date
 - iii. The YAC membership may dispense with the notice rules with a motion passed by 2/3 majority of the membership
- i. Regular YAC meetings are open to the general youth of the community; however, guests will not have a vote
- j. A committee is to be formed the last week of March on every even numbered year to review and revise the Bylaws
 - i. The Bylaws may be ratified at any time by the YAC by a 4/5 vote



SWEET HOME YOUTH ADVISORY COMMITTEE

APPLICATION AND PARENT PERMISSION FORM

Name: _____ Age: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Work: _____ e-mail: _____

School Currently Attending: _____ Grade: _____

Parent(s) Name: _____ Phone: _____

Emergency Contact Name: _____ Phone: _____

1. Please attach a resume and three references to this application.
2. On a separate piece of paper, please tell us a little about yourself and why you are interested in serving on the Youth Advisory Council.
3. Please list below five issues you think are important to the success of Sweet Home.

4. Are you able to commit to attending two YAC meetings monthly, on the first and third Thursdays from 6:30 – 8:00 PM?

Yes _____

No _____

If "No" please explain why:

**City of Sweet Home
YAC Application and Parent Permission**

5. Would you be interested in being considered for one of the following YAC Officer positions?

Chair: _____ Vice Chair: _____ Secretary: _____

Treasurer: _____ Activities Coordinator: _____

_____ Date: _____
YAC Applicant Signature

Printed Name of Applicant

Parent Permission:

By signing below, I/We hereby grant permission for _____ to participate in the City of Sweet Home's Youth Advisory Committee if selected and appointed. We acknowledge that regular meetings will be held on the first and third Thursdays of each month from 6:30-8:00 PM at the City Hall Annex, 1140 12th Avenue, Sweet Home. We further acknowledge that I/We have reviewed the Bylaws governing the Sweet Home Youth Advisory Council with our child and understand that from time to time there may be additional activities, meetings and events that my child will be asked to participate in, subject to my/our approval.

_____ Date: _____
Parent Legal Guardian Signature

Printed Name of Parent/Legal Guardian

_____ Date: _____
Parent Legal Guardian Signature

Printed Name of Parent/Legal Guardian

For YAC use:

Reviewed by:

YAC _____ Date: _____

City Manager: _____ Date: _____

City Council: _____ Date: _____

Appointed for term: _____ to _____