

RESOLUTION NO. 2202-06

**RESOLUTION RECOGNIZING THE FOREST GROVE
MAYOR'S YOUTH ADVISORY COUNCIL (MYAC)**

WHEREAS, student members of Forest Grove Boards and Commissions attended the National League of Cities Conference in Washington, D.C., in 2020 and inspired an idea to form a Forest Grove Mayor's Youth Advisory Council (MYAC); and

WHEREAS, student members have worked diligently for the past two years researching Youth Councils in other cities and writing a set of bylaws to govern their activities; and

WHEREAS, the MYAC seeks to advise the Mayor on a variety of issues in order to provide youth a voice in conversations important to them and positively impact the community through the inclusion of more diverse voices; and

WHEREAS, the MYAC also seeks to engage youth in conversation about civic issues and involvement through outreach, conversation, and partnership with other organizations; and

WHEREAS, the MYAC has drafted bylaws to govern themselves and stipulate that bylaws or rules, including changes, are approved by the MYAC's Executive Board; and

WHEREAS, the MYAC bylaws specify that it will be composed of 20 voting student members between the 8th and 12th grade, including high school student advisors serving on the City's Boards and Commissions; and

WHEREAS, the bylaws outline that the Mayor, or their designee, may attend MYAC meetings and engage youth in conversation about civic issues; and

WHEREAS, the MYAC would like to be formally recognized by the Forest Grove City Council and would like to interact with the Mayor on their stated purposes.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

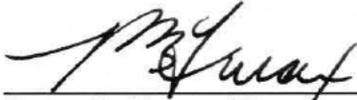
Section 1. The Forest Grove City Council hereby recognizes the Mayor's Youth Advisory Council for the hard work of student members to compose a set of Bylaws and applauds their desire to provide youth of Forest Grove with a platform to make their voices heard and to enact a lasting, positive influence on their community.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 24th day of January, 2022.


Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 24th day of January, 2022.


Peter B. Truax, Mayor



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: F. 3.

MEETING DATE: 01/24/2022

FINAL ACTION: RESO 2022-06

MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*
Anna Ruggles, City Recorder

MEETING DATE: *January 24, 2022*

SUBJECT TITLE: *Recognizing Mayor's Youth Advisory Council*

BACKGROUND: The Council held a work session on September 27, 2021, regarding youth involvement in City governance and another work session on November 22, 2021, to discuss the creation of a Mayor's Youth Advisory Council (MYAC). The work session was held with students who were seeking to establish an MYAC, including three high school student advisors serving on the City's Boards and Commissions.

The Council discussed MYAC's purpose, being advisory to the Mayor, and including student members from existing Boards and Commissions. Per the request of MYAC members, Councilors submitted individual comments to the MYAC for possible revision to their proposed bylaws.

CURRENT STATUS: The MYAC submitted a revised set of bylaws on January 6, 2022. Among other items, the bylaws outline the MYAC is advisory to the Mayor; its members are appointed by the MYAC Executive Board, the MYAC approves and amends its bylaws, MYAC subcommittees are appointed by the MYAC, and high school student advisors serving on the City's Boards and Commissions may also serve on the MYAC.

The attached resolution seeks to recognize the efforts of the students and the Mayor's Youth Advisory Council to engage in conversations about civic issues and to assure inclusion of diverse youth voices. Passage of the resolution does not trigger public meeting requirements.

COUNCIL GOALS AND OBJECTIVES: Youth involvement is not listed as a Council objective, however, this topic may be responsive to Objective 5.4 which seeks to develop partnerships between the City, School District, and Pacific.

STAFF RECOMMENDATION: Staff recommends Council consider the resolution.

ATTACHMENTS:

- Students: Forest Grove Mayor's Youth Advisory Council Bylaws



The Forest Grove Mayor's Youth Advisory Council Bylaws

To provide the youth of Forest Grove with a platform to make their voices heard by local leadership and to enact a lasting, positive influence on their community

January 6th, 2022

Table of Contents

Article I: Powers, Responsibilities & Objectives

Article II: Organization & Structure

Membership	1
Terms of Office	2
Officers	3
Duties of Officers	4
Executive Board	5
Subcommittees	6

Article III: Meetings Procedures & Quorum

Meetings	1
Minutes	2
Attendance	3
Voting & Decisions	4
Amending Bylaws	5

Glossary of Terms

Bylaws & Regulations

Article I: Powers, Responsibilities & Objectives

1. Advise the Mayor of the City of Forest Grove on a variety of issues in order to provide youth a voice in conversations important to them, and positively impact the community through the inclusion of a more diverse set of voices.
2. Engage youth in conversation about civic issues and involvement through outreach, conversation and partnership with other organizations.
3. Plan projects to enact change in a variety of issues.

Article II: Organization and Structure

1. Membership:

- 1.1. The Mayor's Youth Advisory Council shall be composed of up to 20 voting members who shall be appointed by the Executive Board.
- 1.2. Members are required to attend approved training courses required by the Executive Board.
- 1.3. An individual member may not act in official capacity except by a majority rule of The Executive Board.
- 1.4. The Executive Board may in its discretion at any time remove a member for actions including inefficiency, neglect in duty, or malfeasances in office.
- 1.5. YAC members serve without compensation.

2. Terms of Office:

- 2.1. YAC members shall be voting members and shall serve a one (1) year term.
- 2.2. These members shall be between the 8th and 12th grade and attend a school in the district, or be homeschooled.
- 2.3. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31.
- 2.4. Once the assigned term of office is completed, the member is excused from their appointment unless the Executive Board reappoints the member for another term of service.

- 2.5. Appointments to vacant positions shall be filled by the Executive Board for the unexpired term.
3. *Officers:*
 - 3.1. The Officers shall be the two Co-Chairs, the Ambassador and the Corresponding Secretary.
 - 3.2. These officers shall be elected at the first meeting of the year.
 - 3.3. No officer can serve more than 12 consecutive months.
4. *Duties of Officers:*
 - 4.1. The Co-Chairs shall:
 - 4.1.1. Preside over and facilitate all meetings, preserve order, enforce rules and determine the order of business.
 - 4.1.2. Compose the meeting agenda, specifying the time, place and purpose of the meeting and listing the subjects anticipated to be considered.
 - 4.1.2.1. A YAC member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the agenda item will be placed on the next regularly scheduled meeting agenda or an agreed upon future meeting agenda.
 - 4.1.2.2. The agenda shall follow a standard template provided by the City.
 - 4.1.3. Ensure that all actions are properly taken and recorded and, if required, sign findings and decisions.
 - 4.1.4. The Co-Chairs shall submit and present an Annual Report to the City Council listing the YAC's major activities for the past year and objectives for the coming year.
 - 4.1.5. The Co-Chairs shall be officers and voting members of the Executive Board.
 - 4.2. Secretary
 - 4.2.1. Shall be responsible for writing meeting minutes for each meeting and work session of the YAC, as well as meetings of the Executive Board.
 - 4.2.2. Shall be responsible for facilitating internal communications between the YAC.

- 4.2.3. Shall send out the meeting minutes for each of the meeting minutes in a timely manner.
- 4.2.4. Shall be responsible for facilitating the communication between Sub-Committees.
- 4.2.5. The Secretary will be an officer and voting member of the Executive Board.
- 4.3. Ambassador
 - 4.3.1. Shall create and attend to social media platforms and post to them on a regular basis in accordance with the Executive Board and related Sub-Committees.
 - 4.3.2. Shall overlook Sub-Committee communications with foreign organizations and chapters and address them on his/her behalf.
 - 4.3.3. Shall facilitate communications between Sub-Committees tasked with external communication, the Executive Board and the chapter.
 - 4.3.4. The ambassador shall act in official capacity only under explicit approval of the Executive Board. The Executive Board shall meet prior to any event or formal communication to which the ambassador will tend to and ordain them with the council's approval on a per case basis.
 - 4.3.5. The ambassador shall be a member of the Sub-Committee tasked with external communication.
 - 4.3.6. The ambassador shall be an officer and a voting member on the Executive Board.

5. *Executive Board:*

- 5.1. The Executive Board shall be the executive body of the YAC and as such is responsible for making decisions (via majority) with regards to leading YAC in the direction of their shared goals.
- 5.2. The Executive Board shall be made up of the Officers. They have the authority to appoint and remove members of the YAC.

- 5.3. In order for an appointment to be made to the YAC the application must first be reviewed by an assigned group of members, and then approved by the Executive Board.
 - 5.4. In addition, the Executive Board may assign tasks and membership of Sub-Committees as they see necessary.
 - 5.5. In the event the YAC disagrees with a decision made by the Executive Board they shall have the power to reverse that decision with a 50% vote.
 - 5.6. The members of the Executive Board (§3.1) shall vote on any issue, proposal or litigation presented by any member of the committee not left to the discretion of independent Sub-Committees as outlined by the Chapter and Sub-Committee goals. The members shall vote “yea,” “nay,” or “abstain”. The withstanding decision will be determined with a simple majority vote.
 - 5.6.1. In the event of a draw, the Executive Board shall be absolved of their duties for the vote in question and it will be submitted for a vote to the membership. The withstanding decision will be determined with a simple majority vote.
6. *Representatives:*
- 6.1. Representatives shall be the High School Student Advisors of the Boards and Commissions (B/Cs) of Forest Grove, who also serve on the YAC.
 - 6.2. As part of its mission in expanding youth involvement in Forest Grove, all members of YAC will be encouraged to be involved in High School Student Advisor positions on Forest Grove B/Cs.
7. *Duties of Representatives:*
- 7.1. Representatives shall serve as liaisons between B/Cs and the YAC on issues of mutual concern for the YAC and B/C.
 - 7.2. Representatives shall give a report at each regularly scheduled YAC meeting on decisions of their respective B/C.
8. *Sub-Committees:*
- 8.1. Sub-Committees may be created and dissolved by the Executive Board.
 - 8.2. Assignments to the Sub-Committees shall be made by the Executive Board upon taking into account the interests of the members.

- 8.3. The goals and responsibilities of the Sub-Committees shall be outlined and approved by the membership of YAC upon their creation.
- 8.4. All Sub-Committees shall have the power to:
 - 8.4.1. Draft proposals to be approved by the YAC and presented to the Mayor/Appointed City Council Representative.
 - 8.4.2. Lead projects related to their respective goals.
 - 8.4.3. Draft materials and communications with the approval of the Executive Board and in consultation with the Ambassador.

Article III: Meeting Procedures and Quorum

1. Meetings:

- 1.1. In January of each year, the YAC shall schedule its Annual Report to the City Council.
- 1.2. “Regular Meetings,” shall be meetings between the members of YAC without the attendance of the Mayor or Appointed City Council Member.
 - 1.2.1. These meetings shall be scheduled by the members of YAC.
 - 1.2.2. These meetings shall include the usage of agendas and meeting minutes.
 - 1.2.3. These meetings shall happen at least 10 times a year.
- 1.3. “Advisory Meetings,” shall be meetings between the members of YAC and the Mayor, or another City Council Member.
 - 1.3.1. These meetings shall utilize agendas and meeting minutes.
 - 1.3.2. The goal of these meetings shall be to advise the Mayor or Appointed City Council Member on issues discussed by the YAC, and to update them on proposals and projects of the YAC.
 - 1.3.3. These meetings shall be scheduled with the Mayor/Appointed City Council Member, and they shall happen at least twice a year.
- 1.4. The YAC meeting agenda and packet shall be distributed to the YAC at least five (5) days prior to the meeting.
- 1.5. Special meetings may be called by a vote of the YAC at any regularly scheduled meeting, by the request of a Co-Chair, Council Liaison, or written petition by three (2) or more YAC members.

2. *Minutes:*

- 2.1. Written minutes are required for all meetings.
- 2.2. The meeting minutes shall briefly summarize what took place and must include:
 - 1) any action items, 2) attendance, and 3) vote of each member. Verbatim minutes are not required.

3. *Attendance*

- 3.1. Members are expected to attend every meeting.
 - 3.1.1. Members shall notify the Executive Board prior to the regular meeting to report an absence.
 - 3.1.2. A Co-Chair, with the consent of the YAC, may deem a member's position vacant after three (3) or more unexcused absences in a 12-month period.
 - 3.1.3. The Secretary shall notify any member who has three (3) or more absences in a 12-month period that their position may be subject to vacancy.
 - 3.1.4. Quorum: A majority of the total number of voting YAC members constitutes a quorum.

4. *Voting & Decisions:*

- 4.1. *Robert's Rules of Order Newly Revised* shall govern all proceedings unless they conflict with these rules.
- 4.2. A Co-Chair has the right to vote whenever a vote is cast.
- 4.3. In the event of a tie from the membership, the action, proposal or litigation shall not pass. If the sponsor of any proposed decision wishes to challenge the verdict of the membership, they must redress or amend the proposal in question and present it before the Executive Board once again.
- 4.4. The YAC shall operate in the general public interest serving the community as a whole. The YAC shall serve no special interest(s) or endorse any commercial product or enterprise.

5. *Amending Bylaws:*

- 5.1. A majority of all members must vote affirmatively to modify the YAC bylaws on at least two separate readings at two separate meetings.

- 5.2. A final decision on a bylaw change shall not be made until at least the next regular meeting following the introduction and second of the Motion.
 - 5.3. All bylaws or rules, including changes, must be approved by the Executive Board.
 - 5.4. Bylaws shall follow a standard template provided by the City.
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Glossary of Terms:

- Project: An event, plan, or undertaking organized and run by the members of YAC to fulfil a need.
- Proposal: A suggestion of a law, goal or undertaking proposed to the Mayor/Appointed City Council Member. If approved, proposals are to be implemented by the City.
- Co-Chair: One of two in the Youth Advisory Council. Responsible for roles outlined in [Article 2, Section 4.1](#).
- The Board, Board, EB, Executive Board: The group of officers responsible for steering the YAC as a whole. Responsible for roles outlined in [Article 2, Section 5](#).
- Quorum: A group consisting of the majority of the YAC members, necessary to have a meeting of the Youth Advisory Council.
- Work session: A meeting intended for working on projects, proposals, internal use documents, etc. Not designed for making decisions. Does not need to follow all regular meeting procedures and may not involve the entire YAC.
- Regular Meeting: Any time that 2 or more YAC members meet to make decisions regarding YAC without the Mayor or Appointed City Councilor present.
- Advisory Meeting: A meeting between the members of YAC and the Mayor/Appointed Council member. Intended to advise the City Council Member or Mayor.