

MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *November 22, 2021*

PROJECT TEAM: *Anna Ruggles, City Recorder
Jesse VanderZanden, City Manager*

SUBJECT TITLE: *Mayor's Youth Advisory Council*

PURPOSE OF WORK SESSION:

To discuss youth involvement in City governance in collaboration with student advisors from the Forest Grove Boards and Commissions (B/C). This work session with the student representatives is planned for 30 minutes with the intent of discussing a Mayor's Youth Advisory Council.

BACKGROUND:

The Council held a work session on September 27, 2021, regarding youth involvement in City governance. The Council re-capped and discussed the following key elements:

- In 2018, the Council revised the Council Rules to include a youth representative on all B/C's excepting those established by state law (Planning and Budget); that youth members were voting members; and youth terms were extended from one to two years. Of the nine B/C's with student members, five are currently vacant.
- The same year, the Council added monies to the budget to send up to 3 youth members to the National League of Cities and League of Oregon Cities Annual Conferences opposite years.
- Other youth involvement includes the Teen Library Council and "If I were Mayor" contest.
- Youth involvement in cities of comparable size varies depending upon the Council's objectives. Some are advisory to the Mayor, some advisory to the Council, and others do not have either.

The Council discussed the characteristics of a Youth Advisory Council to the Mayor, which is not subject to public meeting laws, and a Youth Advisory Council to the Council, which must comply with public meetings laws and requires the Council to interview/appoint all YAC members. Due to these requirements, it was noted that an Advisory Council to the Mayor requires significantly less staff and Council resources.

There was a general consensus to retain the existing framework for youth involvement on B/C's. There was also consensus to allow the youth advisor from each B/C to meet informally 2-3x per year to advise the Mayor (or an appointed City Councilor), with the goal of further engaging youth in City governance. Because these meetings would not be advisory to the Council, they do not require the Council to adopt bylaws and they would not be subject to public meetings laws.

Earlier this year, student members from the B/C's developed a set of bylaws to establish an MYAC. The same students testified before Council in September and Council held a work session on youth involvement on September 27. Subsequent to the work session, a representative of the students wrote Council and submitted an updated set of bylaws, see attached. The attached bylaws were drafted by the students and outline the MYAC's powers, responsibilities, organization, structure, and meetings.

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. If the Council moves forward with an MYAC, it would be assigned to the Mayor or appointed City Councilor.

DISCUSSION POINTS:

The principal discussion is whether Council wants to continue toward the formation of a Mayor's Youth Advisory Council (MYAC) and if so what characteristics it would like the MYAC to have. If the Council does move forward, they may want to discuss the following topics with the students:

- What is the link between the Council-appointed student advisors on existing B/C's and the proposed MYAC?
- How the Executive Board is selected and what is its role and responsibility?
- How does the MYAC decision-making process work?

Assuming the MYAC does not require city staff time, the Council does not need to adopt formal bylaws or pass a resolution forming an MYAC unless it chooses to do so. By way of example, the Beaverton Mayor's Youth Advisory Board is an ad-hoc committee enacted by the Mayor on a year to year basis and the bylaws were drafted and approved by the MYAB members and the Mayor. The bylaws serve as a framework and stipulate they do not necessarily represent the Mayor, staff, or the City.

ATTACHMENTS:

- Staff Memo: September 27, 2021 Work Session
- Forest Grove Students' proposed Mayor's Youth Advisory Council bylaws
- Beaverton Mayor's Youth Advisory Board 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

November 4th, 2021

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Bylaws & Regulations

Article I: Powers, Responsibilities & Objectives

1. Advise 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 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 any reason, 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 the 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 70% 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” or “nay”. 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 which concerns of the YAC and B/Cs are aligned.
 - 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 no less than 4 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 (3) 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 for three (3) or more 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.

By-laws of the City of Beaverton Mayor's Youth Advisory Board

Preamble

We, the members of the Mayor's Youth Advisory Board (MYAB), hereby constitute the following guidelines. These guidelines are intended to fulfill the mission of MYAB and establish a code of conduct for the members of MYAB in serving the community. Henceforth, in order for harmony in the board to be preserved the following guidelines have been adopted by the Mayor's Youth Advisory Board and approved by the Mayor and the Staff Liaison.

Article I. Name

The name of the organization is the City of Beaverton Mayor's Youth Advisory Board hereinafter referred to as MYAB.

Article II. Mission and Goals

The mission of MYAB is to serve the community and provide a voice for the youth. MYAB's goal is to bridge the gap between the youth and the local Beaverton government through organizing constructive community projects and events. The purpose of MYAB is to promote and advocate for youth activism in Beaverton's civic affairs. MYAB also works to raise awareness for youth-related issues in the city of Beaverton.

Article III. Recognition and Authority

Section I. MYAB is enacted on a year-to-year basis as an ad-hoc committee by the Mayor.

Section II. These by-laws only serve to implement a framework for the actions of MYAB. All actions of MYAB do not necessarily represent the Mayor, an official, or staff members working for the city of Beaverton.

Article IV. Offices

The primary place of activity for MYAB shall be in the meeting room of the Beaverton City Hall. However, other offices that the board may require for unofficial meetings will be later designated upon notice.

Article V. Membership

Section I. Composition: The MYAB membership consists of 20 members from schools within the Beaverton School district and surrounding area. These members will be selected based on a rigorous application and interview process. The members should reflect the cultural and geographic diversity of the citizens in the City of Beaverton.

Section II. Absences: If a member acquires more than one unexcused absence or three excused absences, he or she must have a private conference with the co-chairs, the staff liaison, and the Mayor to decide the outcome of their membership. If a member is still on the board after a private meeting then any additional absence after the private meeting

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(barring any medical reasons or extenuating circumstances like family emergencies) will indicate that the member has chosen to resign. A missed meeting qualifies as excused if a member informs the staff liaison at least 24 hours prior to the meeting as to the reason for not attending the MYAB meeting. The co-chairs and staff liaison will make the final determination of whether or not an absence is excused or unexcused based on the plausibility of the excuse. If a member is removed from the board for absences, their position will be filled from the waitlist of applicants who were not accepted for the current term. The Staff Liaison and co-chairs will decide on an interview panel for the purpose of filling the vacancies on MYAB.

If a member is absent for a meeting, the member loses their opportunity to vote for that meeting. Absentee balloting is prohibited.

Section III. *Regular Meetings:* MYAB shall hold meetings on designated Thursdays lasting from 6:30 to 8:00 unless otherwise indicated. However, meetings shall extend for ten extra minutes for the executive board. Voting shall be carried out by roll call except in the case of elections when voting shall be done by secret ballot. The Staff Liaison, Mayor, or another adult delegated to do so will count ballots. Results of any vote must be released within 24 hours of when the vote occurred.

Section IV. *Special Meetings:* Executive members, the Mayor, or the Staff Liaison may call for special meetings outside of regular meetings for any reasonable purpose.

Section V. *Termination of Membership:* A member of MYAB may resign at any time. In order to terminate his or her membership, he or she must submit a written notice of resignation with copies for the Mayor, staff liaison, and co-chairs.

Any member of MYAB will be deemed to have voluntarily concluded his or her membership automatically upon the occurrence of any of the following:

1. The member acquires more than one unexcused or three excused absences over the period of one MYAB year.
2. The member fails to maintain good citizenship at school and in the community where the member resides.
4. The member is disruptive to the efficiency of the board and/or does not follow through with assignments.
5. The member does not embody professionalism in his or her conduct.

Section VI. *Notice of Meeting:* Written, oral, or printed notice stating the place, time, and date of special or regular meetings shall be sent out no less than 48 hours before the date of the meeting to each member on record. The notice of the regular or special meetings shall specify the purpose of the meeting.

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Section VII. *Quorum:* A majority of the members shall constitute a quorum at a meeting of the members. If less than a quorum is represented at a meeting, the members present hold the right to discuss the business of the meeting at hand, but no voting can occur until a quorum may be assembled. The members present at an organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum, but only if a quorum was present at the time the agenda was approved and attendance of the members was taken. If a quorum was present at the time the agenda was approved and attendance of the members was taken, a majority of the members comprising the quorum is required for the Mayor's Youth Advisory Board to take action upon any item set forth in the agenda. Should the votes be evenly split, the co-chairs shall cast the deciding vote. If the co-chairs are not present, then the Mayor shall cast the deciding vote.

Section VIII. *Communication:* For communication purposes, MYAB will ensure effective communication by utilizing email and the MYAB website. If MYAB fails to achieve effective communication through email or the MYAB website, the phone shall be the third source of communication. Hence, all members must agree to check their email at least four times a week, and always the day before an MYAB meeting or event. When questions still exist, MYAB members should check the website for further information.

Section IX. *Participation Standards:*

1. Abide by the MYAB bylaws
2. Participate in at least three-fourths of MYAB events and preparation sessions held outside of official meetings. Failure to do so will indicate that the member has chosen to resign from the board.
3. When assigned by the Executive Board, MYAB members must complete publication assignments by the set deadline.
4. When assigned jobs by any executive member, MYAB members must follow through and complete their assignment by the set deadline.
5. Memberships shall extend until high school graduation. MYAB will accept applications for new members by the given deadline in April/May.

Article VI. Executive Board

Section I. *General Powers and Duties:*

1. *Co-chairs:* MYAB shall elect no more and no less than two co-chairs for a one year term in a democratic majority process overseen by the Mayor or his/her designee during the second to last meeting of each MYAB year. The Co-chairs shall be the conveners of all MYAB meetings and events and shall be the official spokespersons for MYAB. In addition, the co-chairs will be in charge of organizing meetings and community work time. Through a joint effort, the co-chairs shall be responsible for the independent preparation of creating agendas for every meeting.

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- a. *Attendance policy:* Co-chairs are only allowed to have two excused absences throughout the entire MYAB year. No unexcused absences are permitted. Co-chairs must notify the board or inform the Vice-chair before the meeting.
- b. *Final decisions:* Co-chairs will be given the right to have the final say in certain issues along with the right to change the bylaws when necessary.
- c. *Decision reversal:* If the general census of the board views a decision of the co-chairs as unfair through a democratic majority vote, the co-chair's decision may be reversed.

2. *Vice-chair:* MYAB shall elect a Vice-chair for a one-year term in a democratic majority process overseen by the Mayor or his designee during the second to last meeting of the MYAB year. The Vice-chair shall be responsible for community building within MYAB and overseeing the MYAB portion of the *Your City* publication.

3. *Secretary:* MYAB shall elect a secretary for a one year term in a democratic majority process overseen by the Mayor or his designee during the second to last meeting of the MYAB year. The secretary shall keep meeting minutes. The secretary is required to send out minutes within 48 hours of the meeting. If the secretary is unable to attend a meeting, he or she must notify someone on the board to be the temporary secretary. However, if no member is notified, the social media officer will be the temporary secretary by default. His or her position will be reconsidered if they fail to promptly send out minutes more than three times.

4. *Social Media Officer:* MYAB shall elect a social media officer for a one-year term in a democratic majority process overseen by the Mayor or his designee during the second to last meeting of the MYAB year. The social media officer has the responsibility of partnering with the staff liaison and board to update the City's MYAB website at least once a month unless instructed otherwise. This member is also responsible for partnering with the staff liaison and board to coordinate the design of promotional materials and compile information monthly, and as needed, to post to the City's Facebook and Twitter accounts. At MYAB events, he or she should be willing to take photographs of the event for future reference.

5. *Civic Affairs Officer:* MYAB shall elect a Civic Affairs Officer for a one-year term in a democratic majority process overseen by the Mayor or his designee during the second to last meeting of the MYAB year. The CAO will be responsible for finding and coordinating political activism events for MYAB to participate in. He/she will compile a yearly schedule of Council meetings, town hall meetings, and other activism opportunities including, but not limited to, voter registration drives, lobbying events, canvassing opportunities, and more. The main role of the CAO is to ensure that MYAB voices are heard at the city and state level, and have a significant impact in influencing legislation that affects youth.

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Article VII. Committees

MYAB shall elect members to serve on a committee or "task force" as needed to organize events and distribute information. MYAB may consist of smaller sub-committees that can change depending upon the focus of MYAB during the current school year.

Article VIII Staff Liaison

The chief advisor of MYAB will be a member of the Mayor's staff and will be appointed by the Mayor. Interested lay members or friends of the Mayor's Youth Advisory Board shall serve as advisors to the board.

Article IX. Approval and Amendments

These bylaws shall take effect immediately after MYAB adopts them by a majority vote. The Mayor must approve any amendments to the MYAB bylaws before it goes into effect. These bylaws shall be effective as of May 1, 2020.