

# City of Columbia

701 East Broadway, Columbia, Missouri 65201



**Agenda Item Number:** B 389-14

**Department Source:** City Manager

**To:** City Council

**From:** City Manager & Staff

**Council Meeting Date:** December 15, 2014

**Re:** Ordinance amending Chapter 2 of the city code of ordinances to establish a commission to be known as the Youth Advisory Council to advise the City Council on issues relating to youth issues and concerns.

## Documents Included With This Agenda Item

Council memo, Resolution/Ordinance

**Supporting documentation includes:** None

## Executive Summary

Columbia Public Schools (CPS) staff and interested students have approached the City with an interest in formally establishing a Youth Advisory Council (also known as Youth Council) to advise the City Council on youth issues and concerns. The City Council would make appointments to the Youth Advisory Council based on the membership terms outlined in the discussion area below. The Youth Advisory Council will hold meetings as outlined below in the discussion portion of this memo. Minimal City of Columbia staff time will be required for the establishment and ongoing maintenance of this commission as the agenda and minutes of meetings will be prepared and maintained by the Commission with copies being filed with the City Clerk.

The Youth Advisory Council will act in an advisory capacity to the City Council in all matters pertaining to youth and youth related issues, and may study and make recommendations either (1) in response to a specific request from the Council or (2) or by request from the Commission to the City Council to study a specific issue and make a recommendation(s) to the City Council. The Youth Advisory Commission may request City Council to allow up to two of their council members, to serve as liaisons and non-voting members to another city commission or board studying an issue affecting youth. This commission may also hold a yearly city-wide youth summit, as needed.

Staff feels that the establishment of this commission will involve greater youth participation in city government, create opportunities for meaningful youth involvement, develop citizenship and leadership skills in our community youth, foster greater understanding of their concerns and contributions, and encourage greater youth participation in community issues.

## Discussion

Youth Advisory Council Membership; Appointment; Terms; Meetings;

(a) The Youth Advisory Council membership shall be of high school age youth between the ages of 14 and 19 years of age, at the time of the appointment. The City Council shall appoint a minimum of 15 and up to 21 Youth Council members (must be an odd #.) The City Council will make every effort



to appoint a diverse group of members, to include the various city wards, high schools, public and private, and other elements of diversity whenever possible. Appointments shall be made upon establishment of this commission. 1/3 of the members to be appointed initially for a term of 1 year, 1/3 for a term of two years and 1/3 for a term of three years. Thereafter, members shall be appointed for up to a maximum of three years depending on their year of graduation. Terms will expire and reappointments shall be made upon any of the following: resignation of a commission member, term expiration, graduation from High School, completion of GED or reaching the age of 20.

(b) City Council will also appoint 2-3 non-voting adult liaisons, on a yearly basis, consisting of a combination of a City Council Member, CPS staff members and/or Youth Community Coalition (YC2) staff members, to help facilitate and assist the Youth Advisory Council in their work. Members shall serve without compensation.

(c) The Youth Advisory Council shall elect three of it's members to serve as chair, vice chair, secretary and treasurer, respectively. Each officer shall hold office for a term of one (1) year and can be reappointed. When any officer's appointment to the Youth Advisory Council expires or becomes vacant, the Youth Council shall elect a new officer.

Meetings; quorum; attendance.

(a)The Youth Advisory Council shall hold meetings at a minimum of once each month throughout the school year, at a time and place to be determined by the Youth, and such special meetings as called for by the chair of the commission. A majority of the members of the Youth Council shall constitute a quorum for the transaction of business. The Youth Council shall adopt rules and procedures established and approved by it's members.

(b) The Chair of the Youth Advisory Council is authorized to excuse any member from attendance at a meeting; provided, that the member request to be excused before the meeting. Any member who is absent, without being excused, from 3 regular meetings held in a calendar year shall automatically forfeit the office. It shall be the duty of the Chair to promptly notify the appointing authority of the vacancy.

(c)The Youth Advisory Council may, from time to time form sub-committees, to study issues and make recommendations to the Youth Advisory Council of the whole, for their consideration and recommendation to the City Council.

(d) Minutes of Meetings: The Youth Advisory Council shall prepare and maintain permanent minutes of the meetings including actions taken, approved at the subsequent meeting, and file copies with the City Clerk.

## **Fiscal Impact**

**Short-Term Impact:** There are no known short-term costs associated with this legislation. CPS intends to provide meeting space and staff support for this commission. Funds may be requested in the future for events or training.

**Long-Term Impact:** There are no known long-term costs associated with this legislation. CPS intends to provide meeting space and staff support for this commission. Funds may be requested in the future for events or training.

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## Vision, Strategic & Comprehensive Plan Impact

Vision Impact: Education, Governance and Decision Making

Strategic Plan Impact: Not Applicable

Comprehensive Plan Impact: Not Applicable

## Suggested Council Action

Should Council agree, staff recommends passage of this ordinance.

## Legislative History

There is no legislative history associated with this agenda item.

Department Approved

City Manager Approved

Introduced by \_\_\_\_\_

First Reading \_\_\_\_\_

Second Reading \_\_\_\_\_

Ordinance No. \_\_\_\_\_

Council Bill No. B 389-14

### **AN ORDINANCE**

amending Chapter 2 of the City Code to establish a youth advisory council; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. A new Division 15 under Article V of Chapter 2 of the Code of Ordinances of the City of Columbia, Missouri, is hereby enacted as follows:

#### **DIVISION 15. YOUTH ADVISORY COUNCIL**

Sec. 2-361. Established.

The youth advisory council is hereby established to advise the city council on issues relating to youth issues and concerns.

Sec. 2-362. Membership; appointment; terms; meetings.

(a) The youth advisory council shall consist of a minimum of fifteen (15) but no more than twenty-one (21) members. The council shall be composed of high school students between fourteen (14) and nineteen (19) years-of-age at the time of appointment. The city council shall appoint a diverse group of members to include the various city wards, public and private high schools, and other elements of diversity whenever possible. Of the members first appointed, one-third (1/3) shall serve a term of one (1) year, one-third shall serve a term of two (2) years, and one-third (1/3) shall serve a term of three (3) years. Thereafter, members shall be appointed for up to a maximum of three (3) years, depending on member's year of graduation from high school. Members shall serve without compensation. Terms will expire and reappointments shall be made upon any of the following:

- (1) Resignation of a youth advisory council member;
- (2) Term expiration;
- (3) Graduation from high school;

- (4) Completion of General Educational Development (GED); or
- (5) A member reaching the age of twenty (20).

(b) The city council shall appoint between two (2) and three (3) non-voting liaison members, on an annual basis, consisting of a combination of a city council member, Columbia Public School staff member and/or Youth Community Coalition (YC2) staff member, to facilitate and assist the youth advisory council in its work.

(c) The youth advisory council shall elect three (3) of its members to serve as chair, vice chair, and secretary and treasurer, respectively. Each officer shall hold office for a term of one (1) year and may be reappointed. When any officer's appointment to the youth advisory council expires or becomes vacant, the youth advisory council shall elect a new officer.

#### Sec. 2-363. Meetings; quorum; attendance.

(a) The youth advisory council shall hold meetings a minimum of once each month throughout the school year, at a time and place to be determined by the youth advisory council, and any such special meetings as called for by the chair. A majority of the members shall constitute a quorum for the transaction of business. The youth advisory council shall adopt its own rules and procedures.

(b) The chair of the youth advisory council is authorized to excuse any member from attendance at a meeting; provided, that the member requested to be excused before the meeting. Any member who is absent, without being excused, from three (3) regular meetings held in a calendar year shall automatically forfeit the office. It shall be the duty of the chair to promptly notify the city council of the vacancy.

(c) The youth advisory council may, from time to time, form sub-committees to study issues and make recommendations to the overall youth advisory council for the council's consideration and recommendation to the city council.

(d) The youth advisory council shall prepare and maintain permanent minutes of the meetings including actions taken, to be approved at a subsequent meeting, and file copies of such minutes with the city clerk.

(e) All meetings, records and activities of the youth advisory council shall comply with the requirements of the Missouri Sunshine Law, state records retention laws, and the City Code of the Columbia, Missouri.

#### Sec. 2-363. Duties and responsibilities.

The youth advisory council:

- (1) Shall act in an advisory capacity to the city council in all matters pertaining to youth and youth-related issues, and may study and make recommendations either:
  - a. In response to a specific request from the city council; or
  - b. By request from the youth advisory council to the city council to study a specific issue and make a recommendation(s) back to the city council.
- (2) May request that the city council allow up to two (2) members to serve as liaisons and non-voting members to another city board or commission studying an issue affecting youth.
- (3) May hold an annual city-wide youth summit, as needed.
- (4) May request funding from the City Council for events or training.

SECTION 2. This ordinance shall be in full force and effect from and after its passage.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor and Presiding Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
City Counselor