



AGENDA

YOUTH ADVISORY BOARD

Regular Meeting 2019-01

Tuesday, April 30, 2019 – 6:30 P.M.

City Hall Council Chambers, 120 Malabar Road, SE

CALL TO ORDER:

ROLL CALL:

PRESENTATION:

1. Review of the Sunshine Law – Erich Messenger, Deputy City Attorney.

PUBLIC COMMENTS: (Non-agenda items only)

Public Comments on Agenda Items – Individuals wishing to speak on specific agenda items can do so at the time the item is being considered by the Board. The Chairperson will ask if there are any public comments prior to the Board taking action on the item. All speakers will be limited to three (3) minutes each.

NEW BUSINESS:

1. Election of Chairperson and Vice Chairperson.
2. Review and adoption of by-laws.
3. Consideration of regular meeting dates/times.

OTHER BUSINESS:

ADJOURNMENT:

If an individual decides to appeal any decision made by the Sustainability Board with respect to any matter considered at this meeting, a record of the proceedings will be required, and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.

In accordance with the Americans with Disabilities Act, persons needing special accommodations for this meeting shall, at least 48 hours prior to the meeting, contact the Finance Department at (321) 952-3414 or Florida Relay System at 711.

City of Palm Bay, Florida
YOUTH ADVISORY BOARD
BY-LAWS

ARTICLE I
PURPOSE AND INTENT

Section 1. The purpose of the Youth Advisory Board is to provide the City Council insight and feedback on issues relating to youth, including city Ordinances, long range planning, and city functioned activities.

ARTICLE II
COMPOSITION

Section 1. The Board shall consist of nine (9) student members and three (3) adult non-voting advisory members appointed by the City Council.

ARTICLE III
TERMS OF OFFICE

Section 1. Initial Terms.

- A. Members shall serve a term of one (1) year;
- B. Members may be reappointed by the City council to continue serving on the Board.

Section 2. Composition of Board

A. Student Members.

1. Every student member shall have resided within the limits of the City of Palm Bay for a period of one (1) year prior to appointment and must remain a resident throughout his or her term.

2. Every student member must be currently enrolled in a public or private school (including Florida's Virtual School) or shall be registered with the Brevard County School District as an approved home-school student.

3. Every student member shall have successfully completed the eighth (8th) grade and shall have neither graduated from high school nor reached his or her nineteenth (19th) birthday.

4. The City Council shall attempt to ensure a distributive representation of students from various public and private high schools.

5. The student member shall be required to receive two (2) letters recommending the student for service on the Youth Advisory Board from two (2) adults, i.e., neighbor, principal, dean, guidance counselor, pastor, coach, teacher, employer, or any other adult the Board may deem acceptable.

B. Adult Advisory Members.

1. Every advisory member shall be an adult thirty (30) years of age or older.

2. Every advisory member shall have resided within the limits of the City of Palm Bay for a period of one (1) year prior to appointment and must remain a resident throughout his or her term.

3. Every advisory member must demonstrate an interest in local government and in working with youth to expand their knowledge of the political process and community activities.

4. Every advisory member shall be fingerprinted and successfully clear a background screening to ensure his or her suitability for working with young people and shall adhere to any policies and procedures promulgated by the City which govern the supervision and interaction with youth. The City Manager shall be the authority to determine the advisory member's suitability for working with young people.

5. Adult advisory member are non-voting members and shall have no voting authority on any issue.

6. Adult advisory members serve at the pleasure of the City Council and any adult advisory member may be removed with or without cause by a majority of the City Council at any time.

C. Council Liaison. The Youth Advisory Board shall have one (1) member of the City Council who shall act as a liaison. The Council Liaison shall be a non-voting member of the Youth Advisory Board.

D. School Board Liaison. The Youth Advisory Board shall have one (1) member of the Brevard County School Board who shall act as a liaison. The School Board Liaison shall be a non-voting member of the Youth Advisory Board.

E. Appointments. Each councilmember shall have one (1) student member appointment, and a majority of Council shall select the four (4) at-large student members. A majority of Council shall select the three (3) adult board members. The members shall be selected by using the City Council's process for filling board positions.

ARTICLE IV OFFICERS

Section 1. Meetings; Governance.

A. Election of Officers. The Board shall elect, by a majority vote, a Chair and Vice-Chair. Elections shall be held at the first regularly scheduled meeting, or as soon thereafter as practical, after appointment of the Board. Any vacancy in the office of Chairperson or Vice Chairperson shall be filled at the earliest possible date by the board through an election of one of its members to fill the unexpired term of the vacant position.

1. The Chairperson shall be charged with the administration of the affairs of the Youth Advisory Board with assistance from the Adult Advisory Members. The Chairperson shall preside over all meetings of the Youth Advisory Board.

2. The Vice-Chair shall assume the duties of the Chairperson during the Chairperson's absence. The Vice-Chair shall assist the Chairperson to perform duties when needed.

B. Meetings.

1. Regular meetings may be held once per month or less frequently if the Board determines there is insufficient business to warrant a meeting. However, the Board shall have at least one regular meeting per year.

2. Special meetings may be called by a majority vote of members of the Board or as requested by City Council.

3. Meetings shall be noticed and open to the public. All meeting shall be held in public facilities. Notice of regular meetings shall be given to the Board members and news media at least five (5) days in advance of the meeting and shall be in accordance with the provisions of the Florida Sunshine Law, Chapter 286, Florida Statutes.

4. A quorum shall consist of seven (7) members. A minimum of (5) student members is required. The other two (2) members shall be adult members, council liaison, school board liaison or a combination of thereof for conducting business and exercising the powers of the Board. If a quorum is not present at a meeting, the meeting will be canceled. No business, formal or informal, may be discussed by the members in attendance.

ARTICLE V RULES OF PROCEDURE

A. Special and Workshop Meetings.

1. Special or workshop meetings may be called by the Chairperson or at least three (3) members of the Board by written notification to the Chairperson.

2. Notice of special meetings and workshop meetings shall be given to all Board members and news media at least twenty-four (24) hours in advance of the meeting and shall be in accordance with the provisions of the Florida Sunshine Law, Chapter 286, Florida Statutes.

3. In no event shall official action be taken by the Board at any workshop meeting.

4. If a quorum is not present at a meeting, the meeting will be canceled. No business, formal or informal, may be discussed by the members in attendance.

B. When a member is unable to attend a meeting, he/she shall notify the Secretary either in writing or orally at least twenty-four (24) hours prior to the time set for the meeting.

C. Whenever there is no business, the Chairperson may cancel the meeting. The Secretary will provide written or oral notice to all members as soon as possible. Said notice shall be posted in a conspicuous place within or at the scheduled meeting place and the news media shall be notified of the cancellation.

ARTICLE VI BUSINESS

Section 1. Quorum.

A quorum shall consist of seven (7) members. A minimum of (5) student members is required. The other two (2) members shall be adult members, student members, or a combination thereof for the purpose of conducting business and exercising the powers of the Board.

Section 2. Recognition by the Chairperson.

Board members desiring to speak shall address the Chairperson, and upon recognition by the Chairperson, shall confine himself/herself to the subject matter under discussion.

Section 3. Voting.

- A. The vote of a majority of those members present shall be necessary to decide matters before the Board.
- B. Voting shall be by voice vote and shall be recorded by an individual “yea” or “nay”.
- C. A tie vote on a motion shall constitute a failure of the motion.
- D. Members of the Board shall be bound by the voting provisions set forth in Florida Statutes, Section 112.3143, Voting Conflicts, notwithstanding the provisions of Florida Statutes, Section 112.3143(3)(b).
- E. No member shall vote by proxy on any matter before the Board.

Section 4. Order of Business.

- A. The order of business shall be in substantially the following format and may be added to or deleted from by a majority vote of the Board:

- Call to Order
- Roll Call
- Adoption of Minutes
- Public Comments
- Old/Unfinished Business
- New Business
- Other Business
- Adjournment

Section 5. Absences and Vacancies.

- A. The position of any member who fails to attend three (3) consecutive regular meetings or a total of five (5) meetings of any type within a twelve (12) month period, shall automatically forfeit their appointments. The Chairperson shall notify the Office of the City Clerk of any vacancy, at which time the process to fill the vacancy shall be implemented.
- B. The position of any member who ceases to be qualified pursuant to Article II, Section 2, herein, shall automatically be vacated.
- C. Resignations shall be in writing addressed to the Chairperson or the Secretary by mail, email, or delivered in person.

D. The Chairperson shall notify the Office of the City Clerk of any vacancy during a term due to a resignation, death, or non-qualification of a member. The vacancy shall be filled in accordance with Article III, Section 2.

E. Appointments to fill any vacancy on the Board shall be for the remainder of the unexpired term of office.

Section 6. The members of the Board shall comply with Florida Statutes, Chapter 112, Part III, Code of Ethics for Public Officers and Employees, and subsequent amendments thereto (Ethics and Financial Disclosure).

Section 7. The Board shall conduct itself in accordance with the “Florida Government in the Sunshine Law” and the “Florida Public Records Law”.

ARTICLE VII DUTIES AND RESPONSIBILITIES

Section 1. Role.

- A. The purpose of the Youth Advisory Board is to express the ideas of youth, fill the gap between City officials and the City’s youth, and have the members commit themselves to the following objectives:
1. To assist in planning and promoting programs and services for youth.
 2. To educate and raise awareness of youth issues.
 3. To inspire positive action in the community.
 4. To provide a voice for youth in the community.
 5. To promote youth participation in community affairs.
 6. To act as an advocate for youth and teens.
 7. To review those municipal matters referred to by the City Council and, as appropriate, make recommendations on those matters.
 8. Make recommendations to the City council pertaining to the composition, function and obligations of the Youth Advisory Board.

Section 2. Duties of Adult Advisory Members.

- A. Adult advisory members shall be available to direct and supervise the student members. However, advisory members should refrain from interfering with the student members in their duties on the Board.

Section 3. Duties of School Board Liaison.

- A. The School Board liaison shall assist the Board in communicating with the Brevard County School Board.

Section 4. No individual member of the Board has the authority to issue orders, act or speak in the name of the Board, unless specifically empowered to do so by a majority vote of the Board at a regular or special meeting.

**ARTICLE VIII
RECORDS**

Section 1. All records of the Board shall be open to public examination. The inspection and duplication of records shall be in accordance with the provisions of Chapter 119, Florida Statutes, Public Records Law.

Section 2. The maintenance and retention of records of the Board shall be in accordance with the State's General Records Schedules as established by Chapter 257, Florida Statutes.

**ARTICLE IX
AMENDING THE BY-LAWS**

Section 1. The Board shall make and adopt such by-laws, rules and regulations for its own guidance, as it may deem expedient and not inconsistent with law. A recommendation for amending the by-laws may take place at any meeting of the Board, regular or special. Any change shall be made by a majority vote of the members at the meeting following such a recommendation to give all members sufficient notice for amending the by-laws.

**ARTICLE X
DISSOLUTION**

Section 1. The Youth Advisory Board shall serve at the pleasure of the City Council and shall cease to exist as an advisory Board upon the adoption of an ordinance by the City Council for dissolution of the Board.