

RESOLUTION NO. 2024-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS CREATING A YOUTH ADVISORY COMMISSION; ESTABLISHING A YOUTH ADVISORY COMMISSION PROGRAM; APPROVING BRANDING; APPROVING BYLAWS; APPROVING AN APPLICATION PROCESS; SELECTING AND APPOINTING A CITY STAFF LIAISON; AND PROVIDING FOR RELATED MATTERS.

WHEREAS, the City of Manor, Texas (the “City”) is a home rule municipality; and

WHEREAS, the City Council of the City (the “City Council”) desires to create the Manor Youth Advisory Commission (“YAC” or the “Commission”) and establish the Manor Youth Advisory Commission Program (the “YAC Program”) for the purpose of providing opportunities to the youth of the community through volunteerism and service to empower their development; and

WHEREAS, the City Council finds that the creation of the YAC and the establishment of the YAC Program is in the best interest of the youth of the City and will assist with youth issues, assist in minimizing community problems relating to youth, while engaging in positive growth and development in a drug and alcohol-free environment; and

WHEREAS, it is the intent of the City Council that the creation of the Commission and establishment of the YAC Program will attain the goals referenced above and will provide the City Council with valuable citizen input related thereto.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, THAT:

SECTION 1. The City Council hereby approves the recitals contained in the preamble of this Resolution and finds that all the recitals are true and correct and incorporate the same in the body of this Resolution as findings of fact.

SECTION 2. The City Council hereby creates the Manor Youth Advisory Commission (“YAC” or the “Commission”) as a commission of the City to provide the youth of the community opportunities through volunteerism and service by taking initiatives that are directed toward effective and positive change, while developing leadership skills and experience.

SECTION 3. The City Council hereby establishes the Manor Youth Advisory Commission Program (the “YAC Program”) as further described in **Exhibit A**, attached hereto and incorporated herein as if fully set forth and approves the branding contained therein.

SECTION 4. The City Council hereby approves the form bylaws provided in **Exhibit B**, attached hereto and incorporated herein as if fully set forth.

SECTION 5. The City Council hereby approves the application provided in **Exhibit C**, attached hereto and incorporated herein as if fully set forth and the application process further described in YAC Program and bylaws.

SECTION 6. The City Council hereby selects and appoints _____ as the City Staff Liaison. The City Staff Liaison will serve as a mentor, leader, and coordinator for the Commission. The City Staff Liaison shall appoint the appointed members of the Commission who will act as a conduit between the Commission, the City, and the City Council while playing an integral role in the overall operation and administration of the Commission.

SECTION 7. The City Council hereby declares that the Commission shall perform the following functions and/or any other functions the City Council deems appropriate:

- Advise the City Council on issues being faced by the youth of the community;
- Provide volunteering and service opportunities to the youth of the community;
- Coordinate with the City to allow members to engage in civic projects;
- Allow for member participation in social, cultural, and recreational activities;
- Create drug and alcohol-free environments for the members to engage in; and
- Establish a system for members to acquire volunteer hours for their participation time.

SECTION 8. The City Council hereby declares that the Commission will be made up as follows:

(a) Eight commissioners made up of the following officers: Chairperson, Vice-Chairperson, Secretary, Treasurer, Sergeant at Arms, Public Relations Officer, Team Building Leader, and Park Ambassador Leader. The Chairperson, Vice-Chairperson, Secretary, and Treasurer shall be elected. The Sergeant at Arms, Public Relations Officer, Team Building Leader, and Park Ambassador Leader shall be appointed. All commissioners shall be selected through an open application process at the beginning of the school year.

(b) Unlimited resource committee members composed of the City of Manor’s youth in grades 8th through 12th that are students in either in the Manor Independent School District, a charter school, or home schooled; and are City of Manor residents. Resource committee members will be selected through an open application process throughout the year and may serve in full capacity after being accepted to join the program.

SECTION 9. The City Council hereby declares that the Commission shall perform the following:

- (a) The Commission shall hold meetings at least monthly from August to May at places

that it may designate. All meetings shall be in conformance with the Texas Open Meetings Act.

(b) The Commission shall submit and present to the City Council a written report of its activities for the previous six months by the 2nd monthly City Council Meeting of February each year. The Commission shall submit and present to the City Council a written report of its activities for the previous year and an annual plan of work for the ensuing year by the 2nd monthly City Council Meeting of September each year.

(c) The Commission shall create social media platforms approved by the City's IT Department. The platforms shall be used solely for the purpose of promoting effective communication, maintaining respectful dialogue or community discussion, and facilitating the exchange of information with the general public in an open forum. The Public Relations officer who is appointed shall be responsible for managing The Commission's social media platforms.

SECTION 10. If any section, article, paragraph, sentence, clause, phrase or word in this resolution or application thereof to any persons or circumstances is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this resolution; and the City Council hereby declares it would have passed such remaining portions of the resolution despite such invalidity, which remaining portions shall remain in full force and effect.

SECTION 11. This resolution shall take effect immediately from and after its passage, and it is duly resolved.

PASSED AND ADOPTED by the City Council of Manor, Texas, at a regular meeting on the 3rd day of July 2024, at which a quorum was present, and for which due notice was given pursuant to Texas Government Code, Chapter 551.

CITY OF MANOR, TEXAS

Dr. Christopher Harvey, Mayor

ATTEST:

Lluvia Almaraz, City Secretary

**Exhibit A
Manor Youth Advisory Commission Program
[attached]**

**Exhibit B
Bylaws
[attached]**

**Exhibit C
Manor YAC Application
[attached]**