

RESOLUTION NO. 2025-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, AMENDING RESOLUTIONS NO. 2024-20 AND 2024-37 TO AMEND THE CITY STAFF LIAISON AND ADD A CITY COUNCIL LIAISON; ADD THE CITY MANAGER OR DESIGNEE TO ADMINISTER AND PROVIDE SUPPORT FOR THE COMMISSION; PROVIDING FOR FINDINGS OF FACT; REPEALING AND CONFLICTING PROVISIONS; AND PROVIDING FOR RELATED MATTERS.

WHEREAS, the City of Manor, Texas (the "City") previously adopted Resolutions No. 2024-20 and 2024-37, creating the Manor Youth Advisory Commission ("YAC") to provide youth with opportunities through volunteerism and service; and

WHEREAS, the City Council desires to ensure that the YAC serves as an effective platform for all youth in the community to engage in leadership and civic involvement; and

WHEREAS, the City Council has determined that the current City Staff Liaison requires adjustment to enhance effectiveness and communication; and

WHEREAS, it has been determined that it is necessary to enhance communication and support for the program by adding the Mayor as a liaison and designating the City Manager to administer and provide ongoing support; and

WHEREAS, the City Council finds that these changes are in the best interest of the program and will enhance the overall success of the program.

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 amends Resolution No. 2024-20 and 2024-37 as follows:

- (a) The City Manager or designee appointed by the City Manager will serve as the City Staff liaison.
- (b) The YAC City Council Liaison shall be selected by City Council annually at the time of selection of the youth participants.
- (c) The Administration department is hereby responsible for administering the program and the staff designee will provide support for the program.
- (d) The YAC Program and Bylaws are amended to effectuate the amendments provided above, attached hereto and incorporated herein as if fully set forth as Exhibit "A."

- (e) The City Council hereby approves an Application, Code of Conduct, Officer and Duty Descriptions, and Travel Permission Slip for the YAC Program, attached hereto and incorporated herein as if fully set forth as Exhibit "A."

SECTION 3. In the event of any conflict or inconsistency between this resolution and any other resolution or code of the City of Manor, the terms and provisions of this resolution shall control.

SECTION 4. The City Council finds that this amendment will promote youth engagement, foster leadership skills, and further the goals of the YAC in addressing community issues.

SECTION 5. It is hereby officially found and determined that the meeting at which this Resolution is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, *Chapt. 551, Tex. Gov't. Code*.

SECTION 6. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED by the City Council of Manor, Texas, at a regular meeting on the ____ day of _____, 2025, 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 T. Almaraz, City Secretary

EXHIBIT “A”

**YAC Program
[see attached]**

Manor Youth Advisory Commission PROGRAM

INTENT

The Manor Youth Advisory Commission (YAC) is a leadership and advisory body to the Manor City Council. It serves as an advisor to the City Council on youth issues and serves as a means for youth engagement in Manor. The YAC is also intended to assist in minimizing community problems relating to youth, while encouraging positive growth and development. Members participate in social, cultural, and recreational activities that are meant to empower them in a drug and alcohol-free environment. Serving on the YAC gives youth the opportunity to have an official voice in shaping the quality of life in Manor.

PURPOSE & MISSION

- To provide the youth of our community opportunities through volunteerism and service by taking initiatives that are directed toward effective and positive change.
- It provides cities with energetic volunteers for civic projects, gives city leaders a fresh viewpoint on issues challenging our cities, and creates a sense of accomplishment for our youth.
- YAC participates in social, cultural, and recreational activities that are meant to empower them in a drug and alcohol-free environment.
- Members gain volunteer hours through their participation in the program. In addition, members gain leadership skills and experience.

YAC 5 CORE VALUES

1. Empowerment: YAC empowers young individuals by providing them with a platform to actively participate in local governance and decision-making processes.
2. Engagement: YAC encourages active involvement and collaboration among youth, fostering camaraderie and a sense of community.
3. Youth Voice: YAC amplifies the voices of young people, ensuring their perspectives are heard and considered in matters affecting their city.
4. Leadership Development: YAC aims to nurture leadership skills among its members, equipping them to make a positive impact in their community.
5. Community Service: YAC engages in meaningful service projects that benefit the community, reinforcing the importance of civic responsibility and giving back.

YAC CITY STAFF LIAISON

The City Staff Liaison is the conduit between a board, the City and City Council. This position plays an integral role in the overall operation and administration of a board.

The YAC City Liaison is a city staff person assigned by the City Manager to serve as a mentor, leader, and coordinator to YAC.

This position is responsible for managing the day-to-day and communicate with members, city council, city manager, and other necessary contacts.

YAC CITY COUNCIL LIAISON

The YAC City Council Liaison shall be selected by City Council annually at the time of selection of the youth participants. The YAC City Council Liaison shall serve as a direct contact between the City Council and the board and shall serve as a mentor. The expectation is that the YAC City Council Liaison attends meetings, events and programs the board conducts or participates in.

MEMBERSHIP

YAC membership is composed of Manor youth in grades 8th through 12th are students in either the Manor Independent School District (MISD), a charter school, or home schooled; and are City of Manor residents.

- Different membership levels:
 - YAC Commissioners
 - Commissioners must be students from 8th through 12th grade level.
 - Members selected by the City Council members, Mayor, City Manager and City Staff Liaison and appointed by the City Council to represent the City of Manor's youth through a screen and interview process.
 - Commissioners are the only members allowed to vote, and their primary purpose is to represent the interest of the resource members and the youth of Manor.
 - YAC Resource Member
 - Resource Members are composed of students from the 8th through 12th grade level.
 - The resource members help YAC Commissioners achieve YAC's goals and uphold the YAC mission.

- YAC Officers
 - Officer positions are held by Commissioners only.
 - There are two (2) types of YAC officers: elected by fellow commissioners & appointed by the City Staff Liaison.
 - Elected Positions: Chair, Vice-Chair, Secretary, and Treasurer.
 - Appointed Positions: Sergeant at Arms, Boards Representatives, Public Relations, Team Building and Park Ambassador
- Term of Membership
 - Each member shall serve for a term of one year on the commission. At the conclusion of each term, members must submit a new application to be considered for continued membership for the following year.
 - If a member is dismissed from the commission for any reason, their membership will terminate for the remainder of the year. A dismissed member may not resubmit their application for consideration.
 - Members wishing to resign from the commission before the end of their term must submit a formal written notice at least two weeks prior to their intended date of departure. Cases of emergency or extenuating circumstances shall be considered for immediate resignation on a case-by-case basis.

YAC OFFICERS

- Elected Officers

Chairperson—Chairperson is an elected position. This position is the executive officer of the Manor Youth Advisory Commission (YAC). The chairperson presides and conducts all meetings and should understand Robert's Rules of Order and parliamentary procedure well. The chairperson shall supervise the business and affairs of the YAC and work with fellow commissioners and adult leaders in planning projects and programs. The chairperson shall be the spokesperson for the YAC; therefore, good communication skills are essential. The chairperson shall attend necessary meetings as the YAC spokesperson.

The chairperson will make the Biannual Report to the Manor City Council in February and September.

 - Vice-Chairperson—Vice-Chairperson is an elected position. The vice-chairperson shall assume the duties of the chairperson in his/her absence and shall assist the chairperson in the general

supervision of the YAC's projects and programs. The vice-chairperson shall perform other duties as assigned by the chairperson or members of the YAC.

- Secretary—Secretary is an elected position. The secretary shall record the minutes and notes of each YAC meeting accurately. The minutes should contain information concerning each discussion and action item on the agenda. They should be typed and submitted to the YAC City Staff Liaison within 3 days after the meeting.
- Treasurer—Treasurer is an elected position. The treasurer shall give a monthly finance report to the YAC. The treasurer will not be responsible for handling the money except during special events or projects. The treasurer will count the money and turn it over to the YAC City Staff Liaison after the event.
- Appointed Positions
 - Sergeant at Arms (SAA)—Sergeant at Arms is an appointed officer position, not elected. The SAA shall ensure that meetings are conducted in an orderly fashion according to Robert's Rules of Order. Anyone interrupting the meeting will be asked to leave by the Sergeant at Arms.
 - Public Relations—Public Relations is an appointed officer position, not elected. This position shall be the spokesperson for the YAC when the Chair is unable to fulfill this obligation; therefore, good communication skills are essential. In addition, this position will coordinate and plan for recruitment events/activities for YAC.
 - Team Building Leader—Team Building Leader is an appointed officer position, not elected. This position coordinates special activities for YAC members to strengthen unity, help acclimate new members, and break the ice for special events. This individual is in charge of the FUN!
 - Park Ambassador Leader—Park Ambassador Leader is an appointed officer position, not elected. This position leads the Park Ambassador program within YAC and leads the group in focusing on park stewardship.

CODE OF CONDUCT

All chaperones, adult leaders, and YAC members shall be subject to the Code of Conduct subject to City Council approval.

BYLAWS

The Youth Advisory Commission (YAC) shall adopt bylaws subject to City Council approval. The YAC shall review its bylaws on an annual basis at a designated annual meeting, to be held in May/June of each year. Any proposed bylaw revisions adopted by the NYC at this meeting shall be submitted and presented to the City Council at a meeting in July/August, ensuring that any approved revisions take effect to prior to the start of the next program year.

BRANDING

The Youth Advisory Commission (YAC) shall be composed of the commission official logo and the commission icon.

Manor Youth Advisory logo:



Manor Youth Advisory icon:



YEARLY PROJECTS & INITIATIVES

Projects

- Youth Leadership Workshops
- Special Needs Projects
- Global Youth Services Day (GYSD)
- Presidential Volunteer Service Award Ceremony (PVSA)
- Youth Conference/Fair/Summit
- Environmental Projects

Initiatives

- Youth Leadership Opportunities
- Healthy Body, Healthy Mind, Healthy Soul, Healthy Life
- Park Ambassadors
- Create an inclusive environment
- Create a safe platform and environment for Manor's youth to have a voice

The commission consists of three (3) faces of implementation:

1. Manor City Council adopting the program
 2. Educate & Recruit
 3. Training
-
1. The YAC program shall be adopted through a resolution passed by City Council.
 2. The Administration Department will administer the program and the city staff appointed by the City Manager will provide support for the program.
 3. Educate & Recruit
 - a. Educating the public on what, how, and why is an important step for the success of the YAC program. We will educate the public through:
 - Open House meetings
 - Printed and digital marketing
 - City Website
 - b. Recruitment processes a week after the program is adopted by Manor's City Council. This process will consist of:
 - Digital promotion & marketing
 - Printing marketing
 - News Articles

- Promotions through Manor ISD
 - Tabling Events/Opportunities
 - Participate in School Campus Events
 - City Sponsored Events
4. Training for members will be facilitated by the YAC City Staff Liaison. Multiple training sessions will be scheduled as needed for the members. The following training (but is not limited to) will be provided to the members:
- a. YAC Bylaws
 - b. Commissioner
 - c. Robert Rules of Order
 - d. Open Meetings Act
 - e. City Social Media Policy
 - f. Leadership Skill
 - g. Code of Conduct
 - h. Event/Activities Planning & Coordination

Manor Youth Advisory Commission PROGRAM– *Adopted on July 3, 2024,
Amended on November 6, 2024 and _____*

YAC Bylaws
[see attached]

Manor Youth Advisory Commission

Bylaws

SECTION 1

There is hereby created a Youth Advisory Commission (YAC), also referred to as the Commission, for the City of Manor, Texas. The Commission will consist of eight (8) commissioners from 8th through 12th grade levels and an unlimited number of resource committee members from 8th through 12th grade levels of the Manor Independent School District and Manor City Limits.

SECTION 2

All commissioners will be selected via an open application process at the beginning of the school year and may serve in a nonofficial capacity until they take office in October. Applications may be submitted through the Commission or the City Council. Selection criteria will be based upon their abilities in leadership and community involvement. Prospective Commissioner Applicants will be interviewed by the Mayor, two City Council members, and the YAC City Staff Liaison. The interview process should be completed no later than September 30th of the appointment year. If the above panel cannot complete the interviews by the stated time, the interviews will be made by the City Manager and YAC City Staff Liaison. All Commissioners shall be appointed by the City Council.

The YAC City Council Liaison shall be selected by City Council annually at the time of selection of the youth participants. The YAC City Council Liaison shall serve as a direct contact between the City Council and the board and shall serve as a mentor. The expectation is that the YAC City Council Liaison attends meetings, events and programs the board conducts or participates in.

Resource committee members will also be selected via an open application process throughout the year and may serve in full capacity after being accepted to join the program.

SECTION 3

The term of office for each member shall be one year, or until his/her successor is duly appointed and qualified. Youth Advisory Commission members shall be appointed as set forth in Section 2. However, whenever a vacancy occurs prior to the expiration of a term, an appointment shall be made by the City Council application review committee for the remainder of the unexpired term, subject to confirmation by City Council.

SECTION 4

All commissioners must meet the following requirements each elected year to maintain a commissioner status. If requirements are not met, on the following year the commissioner will not be allowed to run for any officer positions. The commissioner will have one year to redeem him/herself. If the commissioner cannot meet the requirements again, he/she will not be allowed to return the following year as a commissioner.

- Commissioners are required to:
 - a. Complete 50 or more volunteer service hours throughout the year within the program or with another program approved by the YAC City Staff Liaison;
 - b. Attend Four (4) Manor City Council meetings during the year;
 - c. Maintain an attendance rate of at least 75% in the Youth Advisory Commission monthly meeting; and
 - d. Attend mandatory events/activities/meetings.

SECTION 5

The Youth Advisory Commission shall elect from its commissioner membership a Chairperson, Vice-Chairperson, Secretary, and Treasurer for one-year terms of office commencing the first meeting after being sworn into office. The meeting will be held by the YAC City Staff Liaison. The YAC City Staff Liaison will conduct a ballot election and will announce the winners by the conclusion of the meeting. A commissioner shall be eligible for reelection to any of these offices as long as he/she remains on the Commission.

SECTION 6

The function of the Commission shall be to serve as a liaison between City Council and the youth of the community on issues affecting youth, and to encourage the positive growth and development of youth by involving them in social, cultural, recreational, and other drug-and alcohol-free activities. When requested by City Council or the City Manager, the Commission shall give advice and assistance on matters concerning the needs of youth. The Administration Department will administer the program and the staff designee will provide support for the Commission.

SECTION 7

The Commission shall hold meetings at least monthly from August to May of each year at times and places it may designate. All meetings of the Commission shall be in accordance with the Texas Open Meetings Act. At all meetings of the Commission, the presence of a majority of the commissioners

then in office shall be necessary and sufficient to constitute a quorum. Special meetings of the membership shall be called by the Chairperson, Vice- Chair, or a commissioner. No business other than that specified in the notice of the meeting will be transacted. The person or persons calling a special meeting shall notify the secretary of the information required to be included in the notice of the meeting. The secretary shall give notice to the YAC City Staff Liaison as required in the Bylaws.

SECTION 8

Elected Officers Positions:

- a. Chairperson—Chairperson is an elected position. This position is the executive officer of the Manor Youth Advisory Commission (YAC). The chairperson presides and conducts all meetings and should understand Robert's Rules of Order and parliamentary procedure well. The chairperson shall supervise the business and affairs of the YAC and work with fellow commissioners and adult leaders in planning projects and programs. The chairperson shall be the spokesperson for the YAC; therefore, good communication skills are essential. The chairperson shall attend necessary meetings as the YAC spokesperson. The chairperson will make the Biannual Report to the Manor City Council in February and September
- b. Vice-Chairperson—Vice-Chairperson is an elected position. The vice-chairperson shall assume the duties of the chairperson in his/her absence and shall assist the chairperson in the general supervision of the YAC's projects and programs. The vice- chairperson shall perform other duties as assigned by the chairperson or members of the YAC.
- c. Secretary—Secretary is an elected position. The secretary shall record the minutes and notes of each YAC meeting accurately. The minutes should contain information concerning each discussion and action item on the agenda. They should be typed and submitted to the YAC City Staff Liaison within 3 days after the meeting.
- d. Treasurer—Treasurer is an elected position. The treasurer shall give a monthly finance report to the YAC. The treasurer will not be responsible for handling the money except during special events or projects. The treasurer will count the money and turn it over to the YAC City Staff Liaison after the event.

Appointed Officers Positions:

- a. Sergeant at Arms (SAA)—Sergeant at Arms is an appointed officer position, not elected. The SAA shall ensure that meetings are conducted in an orderly fashion according to Robert's Rules of Order. Anyone interrupting the meeting will be asked to leave by the Sergeant at Arms.
- b. Public Relations (PR)— Public Relations is an appointed officer position, not elected. This position shall be the spokesperson for the YAC when the Chair is unable to fulfill this obligation; therefore, good communication skills are essential. In addition, this position will coordinate and plan for recruitment events/activities for YAC.
- c. Team Building Leader (TBL)—Team Building Leader is an appointed officer position, not elected. This position coordinates special activities for YAC members to strengthen unity, help acclimate new members, and break the ice for special events. This individual is in charge of the FUN!
- d. Park Ambassador Leader (PAL)—Park Ambassador Leader is an appointed officer position, not elected. This position leads the Park Ambassador program within YAC and leads the group in focusing on park stewardship.

SECTION 9

All chaperones and volunteers associated with the Commission shall adhere to the highest standards of ethical and professional behavior. To ensure a safe, respectful, and supportive environment for all youth participants, chaperones and volunteers are required to undergo a pre-screening process for all chaperones and volunteers who have direct contact with Commission members. The pre-screening process may include, but not limited to, a background check to search for criminal history, especially convictions involving violence, sexual offenses, offenses against minors, weapons, abuse, neglect, and certain drug or alcohol offenses. This pre-screening process shall be done with the consent of the potential chaperones and volunteers. Background checks must be renewed annually or as required by state law.

SECTION 10

Chaperones and volunteers shall supervise commissioners during all scheduled activities, including travel and overnight trips. For all off-site activities, overnight trips, and events where youth are present, a minimum of two adult leaders must be present. Chaperones and volunteers must never be alone with a single student in a private setting. All chaperones and volunteers must be in compliance with the Code of Conduct in place for the safety of the commissioners.

SECTION 11

In the performance of its function, the Commission is authorized to make recommendations to the City Council and/or the City Manager on:

- a. Policy matters affecting the youth of the community.
- b. Planning, organizing, coordinating, and carrying out drug-and-alcohol-free social, cultural, recreational, and other activities for the youth of the community.
- c. Establishing guidelines, rules, and procedures for participation in such activities.
- d. Entering into agreements with entertainers, concessionaires, and other third parties may be deemed desirable by the Commission within available funds and in accordance with applicable State and City laws and procedures.

SECTION 12

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 of each year. These documents shall be retained as a part of the official City records.

By the 2nd monthly City Council Meeting of September of each year, the Commission shall submit and present to City Council a written report of its activities for the previous year and an annual plan of work for the ensuing year. These documents shall be retained as a part of the official City records.

SECTION 13

The City Council approved the Commission's creation of social media platforms approved by the City IT Department. The platforms' main goals are to promote effective communication, maintain respectful dialogue/community discussion, and facilitate the exchange of information with the general public in an open forum. The Commission's social media platform will adopt the City's Social Media Policy.

The Public Relations appointee is responsible for managing the Commission's social media platforms under the supervision of the YAC City Staff Liaison.

SECTION 14

The Commission shall adopt its own branding, which shall comply with the City of Manor branding subject to the approval of City Council. Any change to the Commission's branding is subject to the approval of the City Council.

SECTION 15

Subject to the approval of the City Manager, the City's facilities and personnel shall be made available to assist the Commission in carrying out its functions.

SECTION 16

The Commission is authorized annually to amend its bylaws, rules, and procedures to conduct its authorized activities, subject to the approval of the City Council.

SECTION 17

City Council will assign a yearly budget for the Commission to use to perform its functions, including, but not limited to, leadership training, recruitment activities, uniforms, youth-related events, yearly projects, and initiatives, attend the TML Youth Summit, and more. City Council will provide support to City Staff and the program through the annual budget and will participate in program events, conferences when invited or requested to attend and engage with the students.

SECTION 18

Officers & Commissioner members are subject to the attendance policy and procedure adopted by the City Council ([Manor, TX Ord. No. 326](#)).

Manor Youth Advisory Commission BYLAWS – *Adopted on July 3, 2024,
Amended on November 6, 2024 and _____, 2025.*

YAC Application
[see attached]



Received Date: _____

Manor Youth Advisory Commission Application Form Year 20__ - 20__

IT MUST BE CLEARLY LEGIBLE

Please include a current photo of the participant. RETURN TO:
City Staff Liaison _____ • (512) 272-5555 ext. _____ •
E-Mail _____ • 105 E. Eggleston St. Manor, TX 78653

First Name: _____ MI: _____ Last Name: _____

Address: _____ City: _____ Zip: _____

Applicant Phone: (____) _____ E-mail: _____

Gender: _____ Birth Date: _____ Grade: _____

School: _____ T-Shirt Size: _____

Parent/Guardian's Name: _____

Parent/Guardian's E-mail: _____ Phone: _____

Medical Information

Please identify and explain any medical condition, allergies, or special needs that the City Staff Liaison should be aware of: _____

Emergency Contact Information

Primary Emergency Contact: _____ Relation: _____

Address: _____ City: _____ Zip: _____

Phone: (____) _____ E-mail: _____

Secondary Emergency Contact: _____ Relation: _____

Address: _____ City: _____ Zip: _____

Phone: (____) _____ E-mail: _____

Must be answered by the participant

Have you previously been a participant of the Manor Youth Advisory Commission? If yes, please list the years you were a participant.

What activities have you been involved with in the community?

What are your ideas and goals for helping and improving your community?

What qualities or skills can you bring as a Commissioner to Manor YAC?

List other organizations/clubs/teams you are currently a member of:

Code of Conduct

This policy applies to all Manor YAC members to ensure that all YAC meetings and activities are conducted efficiently and set standards for the behavior and treatment of fellow YAC members.

I, _____, have received a copy of the YAC Code of Conduct and understand that the following list includes, but is not limited to, unacceptable behavior and conduct. I agree that corrective action for such infractions can lead up to and including dismissal.

- Fighting, throwing things, horseplay, insults, inappropriate jokes, or other disorderly conduct which may offend or endanger the well-being of any YAC member or guest
- Threatening, intimidating, coercing conduct and/or abusive or vulgar language
- Intentional bodily harm to any citizen
- Insubordination or refusal to comply with instructions or failure to perform reasonable duties
- Damaging or destroying YAC property through careless or willful acts

- Conduct which reflects adversely on YAC and/or the City of Manor
- Discourteous treatment of the public or other YAC member

Applicant Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

Participant Disclosure

By signing below, I affirm that I do not have a criminal history, criminal convictions, pending criminal charges, or outstanding warrants. I understand that providing false information may result in removal from the Youth Advisory Commission immediately. By signing below, you are confirming this statement is true to the best of your knowledge. For applicants under 18, a parent or guardian must also sign below to confirm the statement is true to the best of their knowledge.

Applicant Name (Print) _____ Date: _____

Applicant Signature: _____

Parent/Guardian Name (Print) _____ Date: _____

Parent/Guardian Signature: _____



**Manor Youth Advisory Commission
Participation/Permission Slip/Waiver
Oct. 1, 20___ – Sept. 30, 20___**



I, _____, the parent of _____, give my child permission to participate in the City of Manor Youth Advisory Commission (YAC) activities or events from October 1, 20___ to September 30, 20___.

I agree that I will waive any right of contribution and shall indemnify and hold harmless the City of Manor and its elected officials, officers, and employees, and the Youth Advisory Commission, both in their public and private capacities from and against all claims, damages, losses, and expenses, including but not limited to attorney's fees arising out of or resulting from or in connection with my child/ward's behavior or action, and my behavior or actions.

This waiver is intended to cover all acts or omissions of the City of Manor and its elected officials, officers, and employees, regardless of whether such act or omission is the result of an intentional, reckless, or grossly negligent act. By signing this waiver, I intend to bind my heirs, executors, administrators, and assigns.

I further agree and will not hold the City of Manor or the Manor Youth Advisory Commission liable in case either of us is injured or involved in any type of accident.

I further agree and represent that no promise, inducement, or agreement not herein contained or expressed has been made to me that this release contains the entire agreement between the parties hereto and that the terms of this release are contractual and not merely a recital.

I grant the City of Manor Youth Advisory Commission permission to reprint my son/daughter's photograph and to use videos of my son/daughter for Youth Advisory Commission publications, Websites, electronic and digital media, publicity, advertising, and/or the calendar. All photographs/videos will remain the property of the City of Manor Youth Advisory Commission. The photographs/videos may be taken and used without my knowledge or payment.

I also grant the City of Manor Youth Advisory Commission to identify my son/daughter with their full name in the aforementioned communications.

In case of an emergency, I grant permission for a licensed physician to treat my child.

I have read this document and understand all its terms and contents. I execute it voluntarily, and I specifically affirm and warrant that I fully understand all matters set forth herein.

Participant Name: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ Date: _____

YAC Code of Conduct
[see attached]

Manor Youth Advisory Commission

CODE OF CONDUCT

PURPOSE

To ensure a safe, respectful, and positive environment for all youth participants, all youth members, chaperones, and volunteers serving with the Manor Youth Advisory Commission (YAC) agree to abide by Code of Conduct.

GENERAL

The YAC establishes standards of workplace conduct for all youth participants, all youth members, chaperones, and volunteers. The standards are minimum requirements and are not all-inclusive. The absence of a specific rule covering any act tending to discredit a youth participant, adult leader, volunteer or the agency does not mean that the act is condoned, is permissible, or would not call for disciplinary action.

Chaperones and volunteers are expected to exercise reason and judgment consistent with their assignments and training. Youth rights must be observed at all times. Chaperones and volunteers are expected to be courteous and professional in dealing with youth and to be cooperative and compatible in their dealings with employees. Concerns regarding staff or fellow chaperones and volunteers should be expressed properly through the City Staff Liaison.

Youth members, chaperones, and volunteers are subject to all applicable rules, regulations, policies and procedures of YAC and the facility/program where they volunteer. Although YAC makes applicable policies and policy revisions available to volunteers, each volunteer shares responsibility in remaining aware of agency policies.

RULES

The following rules shall be observed by youth members, chaperones, and volunteers.

(1) General Rules

- (a) No fighting, throwing things, horseplay, insults, inappropriate jokes, or other disorderly conduct which may offend or endanger the well-being of any YAC member or guest.
- (b) No threatening, intimidating, coercing conduct and/or abusive or vulgar language.
- (c) No intentional bodily harm to any citizen.

- (d) No insubordination or refusal to comply with instructions or failure to perform reasonable duties.
- (e) No damaging or destroying YAC property through careless or willful acts.
- (f) No conduct which reflects adversely on YAC and/or the City of Manor.
- (g) No discourteous treatment of the public or other YAC members.

(2) Relationship between Youth and Chaperones/Volunteers

- (a) An adult leader or volunteer is expected to maintain constructive two-way communication, using concern, empathy, respect and fairness when dealing with youth and youth issues. A volunteer must not taunt, provoke, yell, scream, intimidate, curse, or use any improper language in the presence of youth.
- (b) An adult leader or volunteer must maintain an appropriate adult/youth relationship at all times, and know and respect the youth's rights.
- (c) A volunteer must maintain professional and appropriate boundaries with youth. Personal information is not to be shared by the volunteer except in situations where it is necessary to carry out the volunteer assignment.
- (d) An adult leader or volunteer must not pursue a relationship with a youth beyond the scope and limitations of the volunteer assignment, including, but not limited to, offering to foster or house a youth.
- (e) Sexual contact with youth under YAC jurisdiction is strictly forbidden. If an allegation of sexual misconduct is substantiated, disciplinary action will be taken up to and including termination. All allegations of sexual misconduct will be referred to law enforcement for investigation and possible prosecution.

(3) Reporting Mistreatment and Illegal Activities

- (a) When an adult leader, volunteer, or youth commissioner has cause to believe that a youth has been or maybe adversely affected by abuse, neglect, or exploitation by another adult leader, volunteer, or youth commissioner, he/ she must report the matter within 24 hours to the City Manager and law enforcement.
- (b) An adult leader, volunteer, or youth commissioner is required to report suspected incidents of fraud, and other job-related illegal activities to the City Manager. Fraud includes any intentional deception, misrepresentation or omission of important facts.

(4) Sexual Conduct

All inappropriate sexual conduct is strictly prohibited and will not be tolerated. Inappropriate sexual conduct is conduct of a sexual nature that is detrimental to morale, interferes with job performance, or has a negative impact on a safe, professional and pleasant work environment. Reports of such conduct are to be made to the City Manager and law enforcement.

(5) Intoxicants or Drugs

Consuming, possessing, using, or being under the effects of alcohol, drugs or any mood-altering substance while engaging in YAC activities or programs is strictly prohibited. Exceptions will be made for prescription drugs or over-the-counter medications that do not significantly interfere with the performance of volunteer duties.

(6) Field Trips & Transportation

- (a) Chaperones and volunteers will be attentive and considerate of the participant safety on field trips and during any transportation provided by the YAC.
 - i. Chaperones and volunteers will have a written list of the participants in their group and must check the roll frequently, specifically before departure to and from destination.
 - ii. Each group of participants must have first aid supplies provided by the City.
 - iii. Participants must remain in assign areas and follow all instructions of the chaperones who volunteers of their group.
- (b) Before a participant can be transported to and from city sponsored activities, the parent must give their permission. Parents may be asked to volunteer to attend field trips to assist with supervision of participants. Those parents who wish to volunteer must submit any required paperwork three weeks prior to the date of the field trip for a background screening to the YAC City Staff Liaison.
- (c) A completed and signed permission slip must be on file for each participant.
- (d) Only authorized persons listed on the permission slip may pick up a participant.
- (e) In the event of overnight travel for field trips, Participants will be assigned hotel rooms. Participants are to stay in their assigned hotel room after completion of program activities. Chaperones and volunteers will ensure that all participants are located within their assigned hotel rooms by a curfew for the participants. Participants will be assigned to rooms with at least one other participant of the same gender and similar age. No participant will be assigned a hotel room alone. Chaperones and volunteers may not share sleeping accommodations with participants.

(7) Disciplinary Actions

- (a) Any adult leader, volunteer, or youth participant may report violations of the Code of Conduct.
- (b) Reports should be made to the YAC City Staff Liaison and the City Manager. An investigation will be conducted, and the accused will have an opportunity to respond.

(c) Depending on the severity and the frequency of the violation, disciplinary options can include:

- i. A written or verbal warning.
- ii. Continued participation but with specific conditions of probation.
- iii. Temporary suspension from all YAC activities and events for a defined period.
- iv. Permanent removal from the YAC for serious or repeated violations.

Manor Youth Advisory Commission CODE OF CONDUCT– *Adopted on _____, 2025.*

This policy applies to all Manor YAC members to ensure that all YAC meetings and activities are conducted efficiently and set standards for the behavior and treatment of fellow YAC members. By signing below, I acknowledge that I have received, read, and understand the Manor YAC Code of Conduct. I agree to abide by the standards outlined in the Code of Conduct during all YAC meetings and activities.

Please mark below the capacity of your participation in the YAC:

☐ Volunteer

☐ Chaperone

☐ Parent

☐ YAC Commissioner

For participants under 18 years of age, a parent or guardian must also sign below.

Signature: _____ Date: _____

Parent/Guardian Acknowledgment:

I have read and discussed the Code of Conduct with my child and understand the expectations for participation.

Parent/Guardian's Signature: _____ Date: _____

This document is to be kept on file by the YAC City Staff Liaison for official records.

YAC Officer and Duties Descriptions
[see attached]

Manor Youth Advisory Commission

Elected & Appointed Officers Duties Descriptions

Chairperson—Chairperson is an elected position. This position is the executive officer of the Manor Youth Advisory Commission (YAC). The chairperson presides and conducts all meetings and should understand Robert's Rules of Order and parliamentary procedure well. The chairperson shall supervise the business and affairs of the YAC and work with fellow commissioners and adult leaders in planning projects and programs. The chairperson shall be the spokesperson for the YAC; therefore, good communication skills are essential. The chairperson shall attend necessary meetings as the YAC spokesperson. The chairperson will make the Biannual Report to the Manor City Council in February and September.

Vice-Chairperson—Vice-Chairperson is an elected position. The vice-chairperson shall assume the duties of the chairperson in his/her absence and shall assist the chairperson in the general supervision of the YAC's projects and programs. The vice-chairperson shall perform other duties as assigned by the chairperson or members of the YAC.

Secretary—Secretary is an elected position. The secretary shall record the minutes and notes of each YAC meeting accurately. The minutes should contain information concerning each discussion and action item on the agenda. They should be typed and submitted to the City Staff Liaison within 3 days after the meeting.

Treasurer—Treasurer is an elected position. The treasurer shall give a monthly finance report to the YAC. The treasurer will not be responsible for handling the money except during special events or projects. The treasurer will count the money and turn it over to the city staff liaison after the event.

Sergeant at Arms (SAA)—Sergeant at Arms is an appointed officer position, not elected. The SAA shall ensure that meetings are conducted in an orderly fashion according to Robert's Rules of Order. Anyone interrupting the meeting will be asked to leave by the Sergeant at Arms.

Public Relations— Public Relations is an appointed officer position, not elected. This position shall be the spokesperson for the YAC when the Chair is unable to fulfill this obligation; therefore, good communication skills are essential. In addition, this position will coordinate and plan for recruitment events/activities for YAC.

Team Building Leader—Team Building Leader is an appointed officer position, not elected. This position coordinates special activities for YAC members to strengthen unity, help acclimate new members, and break the ice for special events. This individual is in charge of the FUN!

Park Ambassador Leader—Park Ambassador Leader is an appointed officer position, not elected. This position leads the Park Ambassador program within YAC and leads the group in focusing on park stewardship.

City Staff Liaison – City Staff Liaison serves as the primary link between YAC, City Council, and city staff. The City Staff Liaison will be appointed by the City Manager. The liaison is expected to attend YAC meetings and events to mentor members, relay youth priorities to the City Manager, City Council and provide City Council updates to the YAC. The liaison will also support budgeting, planning, and operation tasks of the YAC. The liaison will need to enforce bylaws, safety protocols and other rules while ensuring documentation to maintain accountability.

City Council Liaison - The YAC City Council Liaison shall be selected by City Council annually at the time of selection of the youth participants. The YAC City Council Liaison shall serve as a direct contact between the City Council and the board and shall serve as a mentor. The expectation is that the YAC City Council Liaison attends meetings, events and programs the board conducts or participates in.

Chaperones/Volunteers – Chaperones/volunteers play a vital role in supporting the YAC by ensuring a safe, respectful, and positive environment during all meetings and activities. Their responsibilities include supervising participants, assisting with event logistics, enforcing the Code of Conduct, and providing guidance as needed. Chaperones and volunteers are expected to model appropriate behavior, help maintain order, and promptly report any concerns or incidents to the designated staff liaison or City officials. To ensure the safety and well-being of all YAC participants, all chaperones/volunteers are required to successfully complete a background check prior to participating in any YAC meetings, events, or activities.

YAC Travel Permission Slip
[see attached]



Travel Permission Slip

Event: _____

Date(s): _____

Dear Parent/Guardian,

We are excited to inform you that your child has been selected to attend the _____. The event will offer valuable experiences for youth commissioners to engage in leadership activities, network with peers, and learn from others. Please complete the following form to grant permission for your child to participate and return by _____.

Participant Information:

Name of Participant: _____ Date of Birth: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Parent/Guardian Information:

Parent/Guardian Name: _____ Phone Number: _____

Secondary Phone Number: _____ Email: _____

Contact Information for Child Pick Up/Drop Off

The individual listed in this section will be the authorized person to pick up the drop off the child. If there is more than one individual, please list that information here. In case the child is authorized to be dropped off without a designated individual present, please check the box at the end of this section.

Authorized Individual Name #1: _____ Phone Number: _____

Secondary Phone Number: _____ Email: _____

Authorized Individual Name #2: _____ Phone Number: _____

Secondary Phone Number: _____ Email: _____

☐ I authorize my child to be dropped off at the end of the field trip without any Authorized Individual present. I understand that a chaperone or volunteer will not drop my child off after the end of a field trip. I understand that the City of Manor, its employees, and volunteers are not liable for losses, injuries or accidents that may occur due to an Authorized Individual not being present.

Emergency Contact Information:

Emergency Contact Name #1: _____ Relationship: _____

Phone Number: _____ Email: _____

Emergency Contact Name #2: _____ Relationship: _____

Phone Number: _____ Email: _____

Medical Information:

Does the participant have any medical conditions/allergies? ☐ Yes ☐ No

If yes, please specify: _____

Is the participant currently taking any medications? ☐ Yes ☐ No

If yes, please specify: _____

Does the participant have any special needs or require accommodations? ☐ Yes ☐ No

If yes, please specify: _____

Does the participant have an special diet? ☐ Yes ☐ No

If yes, please specify: _____

Primary Care Physician: _____ Phone Number: _____

Health Insurance Information:

Insurance Provider: _____

Policy Number: _____

Emergency Medical Authorization:

In the event of an emergency, if I cannot be reached, I hereby grant permission for my child to receive emergency medical treatment. I understand that reasonable efforts will be made to contact me.

Signature of Parent/Guardian: _____ Date: _____

Liability Waiver:

I, the undersigned, grant permission for my child to attend the TML Youth Summit, and I understand that the City of Manor, its employees, and volunteers are not liable for any injuries, accidents, or losses that may occur during this trip.

Signature of Parent/Guardian: _____ Date: _____

Consent to Participate:

I, the undersigned, understand that my child will participate in various activities during the TML Youth Summit. I give my consent for their participation and acknowledge that they will adhere to the event's rules and guidelines.

Signature of Parent/Guardian: _____ Date: _____