

# Manor Youth Advisory Commission PROGRAM

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## 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.

Manor's City Manager staff appointee:

Staff Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Contact Information: \_\_\_\_\_

### **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.

The City Council selects the \_\_\_\_\_ to serve as the YAC City Council Liaison.

### **MEMBERSHIP**

YAC membership is composed of Manor youth in grades 8<sup>th</sup> through 12<sup>th</sup> 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 8<sup>th</sup> through 12<sup>th</sup> 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 8<sup>th</sup> through 12<sup>th</sup> 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
  - o 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.
  - o 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.
  - o 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.

**Commented [SK1]:** Term limits have not been addressed since students can start as early as 8th grade to 12th grade.

### 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.

  - o 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.
  - o 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.
  - o 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
  - o 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.

- o 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.
- o 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!
- o 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  , ensuring that any approved revisions take effect to prior to the start of the next program year.

**Commented [SK2]:** We can change the month or the timeline as necessary.

**Commented [SK3]:** We can do the same thing here according to the timeline decided by the City.

#### 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 \_\_\_\_\_