



Mayor's Youth Forum

Operational Guidelines

October 2025

1. Purpose

The Mayor's Youth Forum exists to provide high-school-aged residents of Novi a platform to:

- Share ideas and perspectives with City leadership.
- Discuss issues relevant to Novi's youth and community.
- Participate in shaping initiatives that impact the City's future.

2. Membership

- **Open Participation:** All high-school-aged (9th to 12th grade) residents of Novi are welcome to attend.
- **No Application or Appointment:** Attendance is voluntary, ensuring inclusivity and accessibility for all interested youth.

3. Meeting Structure

- **Frequency:** Meetings will be held three times throughout the school year (October, January, April) or as determined by City staff.
- **Duration:** Approximately 60–90 minutes per session.
- **Location:** Novi Civic Center or another accessible community venue.
- **Facilitation:** Meetings will be led by the Mayor or Mayor's designee with support from City staff.

4. Topics and Agenda

- Each meeting will focus on a current topic of community interest or initiative identified by:
 - City Council
 - City departments
 - Community partners
 - Youth participants themselves
- Agendas will be posted in advance on the City's website and promoted through schools and social media.

5. Participation Expectations/Recognition

- Participants are expected to engage respectfully, listen actively, and share ideas constructively.
- Youth are invited to propose topics for future forums or provide feedback after each meeting.
- Participants who attend all sessions during the school year will receive an acknowledgement letter/certificate from the Mayor.

6. Coordination and Support

- The Community Relations team (or designated staff) will coordinate meeting logistics, outreach, and communications.
- City departments may be invited to present information or answer questions related to the discussion topic.

7. Outcomes and Follow-Up

- Key takeaways and recommendations will be summarized by staff after each meeting.
- A summary will be provided to City Council.
- Feedback from the Forum will help guide youth-focused initiatives and community engagement efforts.

8. Communication and Promotion

- Participation opportunities will be promoted through:
 - Novi, Northville, Walled Lake Western, and South Lyon High Schools and local private schools
 - City social media platforms
 - The City's website and e-newsletters

9. Review and Evaluation

- The City will review the effectiveness of the Forum annually and adjust the format or frequency as needed to ensure continued relevance and engagement.