



## **LIVERMORE YOUTH COUNCIL RULES OF PROCEDURE**

### **1. Mission, Duties and Responsibilities**

#### **Mission**

The Livermore Youth Council (LYC) provides Middle and High School students the opportunity to represent the interests of City of Livermore youth and creates a forum for ideas and concerns where the needs of Livermore youth can be communicated to the City Council, Livermore Area Recreation and Park District (LARPD), and Livermore Joint Unified School District (LVJUSD).

#### **Duties and Responsibilities**

- A. Act as a liaison between the youth in Livermore and local political decision makers.
- B. Accomplish tasks introduced by City, LARPD, or LVJUSD staff and those approved by a majority vote of the LYC.
- C. Actively promote programs that serve local Middle and High School students. Promote community awareness and community service amongst youth and serve as an example of what community leadership looks like.
- D. Promote tolerance and appreciation of diversity in Livermore youth through organizing and supporting events.
- E. Actively recruit new members and promote LYC.

## 2. Membership

### A. Members

- i. LYC shall consist of twenty members who are attending school between the grades of 7 and 12. Youth members must either live in or attend a school located in the City of Livermore.
- ii. LYC applicants should be able to take an active role in projects, and be able to participate in and attend LYC meetings, sub-committee meetings, and events. Additional responsibilities may be required if appointed as an LYC liaison to another group, or as an officer.
- iii. Only LYC members will have voting capacity.
- iv. Liaisons from the City of Livermore, LARPD, LVJUSD, and Adult Volunteers shall be non-voting and will serve to provide professional expertise, program and budget advice, and facilitation assistance.
- v. Members will be selected through an application review and interview process, conducted by adult liaison(s), and select LYC members. Final selection will be made by the City liaison.
- vi. Attendance to meetings and LYC events by members should be considered mandatory. A total of three absences in a single school year, starting from the beginning of the new term, will be considered a voluntary resignation from LYC. Attendance records will be maintained by City staff. A new LYC term will begin with each school year.
- vii. Members will serve 2-year terms before indicating whether they would like to continue serving on the Council.
- viii. Members wishing to step down will submit their resignation in writing to City staff.

## 3. Council Meeting Structure

- A. Monthly meetings will be held on the first Monday of each month at 7 p.m. unless otherwise noted on the calendar. Some meetings are rescheduled due to holidays. Additional meetings and subcommittee meetings may be scheduled as needed by liaisons and LYC Council Members.
- B. Subcommittee meetings will occur the week before LYC's regularly scheduled monthly meeting, or more frequently if more than one meeting is being held in the month.

- C. A majority vote of LYC members will be required to pass motions.
- D. Every agenda shall provide the opportunity for youth who are not members of LYC to address the Council on subjects that are not listed on the agenda and are within the subject matter jurisdiction of LYC. The Chair may establish time limits per individual speaker.
- E. Agendas will be developed by LYC at the end of each meeting and adjusted as needed before the next meeting. Agendas will be sent to members at least 72 hours prior to the meeting.
- F. Meeting minutes will be recorded by the LYC Secretary or the meeting facilitator's designee. The minutes should be typed and e-mailed to the City staff liaison within 7 days after the meeting.
- G. The Chair, Vice Chair, or a chosen representative by the LYC will run the meetings in the above order if the preceding officer is not present.
- H. Liaisons and Adult Volunteers will provide operational support when needed during meetings, as well as information necessary for successful completion of LYC assignments and professional expertise.
- I. Anyone wishing to present at an LYC meeting who is not from the City, LARPD, or LVJUSD must be invited by a current youth member and must be on the agenda.

#### 4. Officers and Positions

Officers and positions will be voted upon by the youth members of LYC at the beginning of each term. Assignments are voted upon annually.

- A. **Chair:** Conducts and leads every meeting. Acts as a liaison between LYC and City Staff. May call special meetings and appoint Chairs of subcommittees as necessary. Represents LYC during annual updates to intergovernmental bodies.
- B. **Vice Chair:** Assists committees and Chair as necessary. Conducts meeting when Chair is unable to attend. Creates a report at the end of the year with the Secretary on everything LYC has completed. The Vice Chair takes minutes in the absence of the Secretary.
- C. **Secretary:** Takes roll call and minutes at each meeting. Meeting minutes are to be typed and sent to the City staff liaison within 7 days following the meeting. May be required to send out reminders. Creates a report at the end of the year with the Vice Chair on everything LYC has completed.

- D. **Communications Officer:** The Communications Officer will be the point person who initially contacts other organizations to set up volunteering opportunities, promote LYC to the public at large, and reach out to community organizations on behalf of LYC. The Communications Officer will also oversee Marketing Subcommittees, when formed, which will generate flyers, press releases, and any other collateral for distribution on LYC or LYC events and submit these items to Liaisons for posting.
- E. **Events Coordinator:** For each event LYC plans an Events Coordinator will be appointed by the Chair to oversee the event and keep things organized and moving forward.
- F. **Livermore City Council Agenda Reviewer:** Each member will take a turn reviewing a Livermore City Council Agenda in between each LYC meeting and report out anything of note.
- G. **Presiding Officer:** In the absence of the Chair or Vice Chair, the members present shall select a Presiding Officer to lead the meeting.