

YOUTH COUNCIL DEVELOPMENT GUIDE

**ARKANSAS
MUNICIPAL
LEAGUE**

Thank you to our contributors: Shelly Anderson and the city of Jonesboro, EngageAR, Mark Stodola, and the Winthrop Rockefeller Institute



INTRODUCTION

A municipal youth council is an opportunity for cities and towns to increase youth engagement, educate students about the importance of local government and encourage the next generation of civic leaders. This youth council development guide includes practical information about starting a youth council, ideas to maximize interest and engagement, and sample documents. For additional resources, downloadable templates and more, please visit the Youth Council page on the League's website, www.arml.org.

For more information on forming a youth council, contact Mark Stodola at 501-454-7070 or mstodola@barberlawfirm.com. The Arkansas Municipal League would like to thank the Florida League of Cities for sharing information about their youth councils.



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PRELIMINARY QUESTIONS

Q:

WHAT IS A YOUTH COUNCIL?

A:

- A youth council is an advisory body of local youth who are usually high school students.
- The youth provide advice to the local governing body and its affiliated advisory and regulatory boards.
- The youth provide advice to other community organizations.
- Youth councils can implement and participate in youth-identified community initiatives.

Q:

WHY CREATE A YOUTH COUNCIL?

A:

- There are 22 million young people between the ages of 15 to 19 years old in the United States.
- Young people need to be vested with the knowledge and skills to be the next generation of local leaders.
- Youth councils promote regular and active civic engagement.
- Youth councils foster communication and collaboration between the municipal government and youth in a municipality.

Q:

HOW DO YOUTH COUNCILS PROMOTE CIVIC ENGAGEMENT?

A:

Youth councils:

- Give youth a formal role in local government. Offer real-world experiences with elected and advisory bodies.
- Help youth develop leadership skills and learn how local government operates.
- Teach them about councils, boards and commissions.
- Enhance classroom civic education.
- Increase communication between youth and adults.
- Increase youth volunteerism.



Q:
A:

WHO BENEFITS FROM A YOUTH COUNCIL?

Youth:

- Their voices are heard in local government.
- They will understand the value of public service.
- Volunteer or service hours have become mandatory for many college and scholarship applications.

Elected officials and city staff:

- Serving is an opportunity to make a difference in the lives of youth.
- They create relationships with youth across the municipality.
- They receive input about initiatives or programs related to youth.
- They build future leaders for their municipality.

Q:
A:

IS YOUR COMMUNITY READY?

The following are indicators:

- Local leaders recognize the need for youth insight in public decision-making.
- Local leaders envision youth in a meaningful, visible advisory role and encourage engagement.
- Local leaders are willing to modify codes or adopt ordinances to promote youth involvement on councils, boards and commissions.



GETTING STARTED

TALK ABOUT THE WHY

- The first step is to discuss the purpose and role of the youth council.
- Youth will become valued participants in your municipality's work.
- Students can advise the mayor, council or commission, implement initiatives and events to reach other youth, and bring a different perspective on issues.
- Students will know that their voices are heard and respected.
- A youth council can introduce information on municipal government and leadership that its members might not receive elsewhere.

DETERMINE THE BEST ADVISOR

- Find leaders who are passionate about youth and willing to let them lead.
- Consider placing the youth council with a staff person who can provide long-term support. An elected official could serve as the advisor or liaison between the youth council and city council.
- Some municipalities form a mayor's youth council and have members appointed by council members after they review applications.
- Other options include your 4-H office, your school district or high school, and/or a municipal department such as parks and recreation, public information or clerk.

ALIGN THE COUNCIL WITHIN THE MUNICIPALITY

- The youth council should be aligned with the city's leadership for the purposes of housing the youth council's meetings and funding initiatives.
- The youth council should be viewed as an essential part of the local government structure.
- It should not simply be relegated to one department or extension.
- A youth council can be designed as a municipal program or advisory board. An advisory board makes recommendations to the city council on matters that are pending official action.

ADVISORY BOARDS

- Youth councils are created as municipal advisory boards to advise the city council on matters of public concern in the community and to the youth in the community.
- Youth council members must be advised and trained on the rules regarding public meetings and public records laws.
- Work with your city attorney to determine if your youth council members serving as members of a municipal advisory board are required to file financial disclosures.

DETERMINE YOUTH NEEDS

- Ask youth to share their ideas about the needs of their peers in the municipality and how a youth council would benefit youth and the broader community.
- Talk with a guidance counselor at a local school, a leader at your recreation center and/or a youth pastor.
- Learn what issues students face, and ask about challenges your municipality might experience in working with local youth.

MAKE IT OFFICIAL

- A municipality may adopt a resolution or ordinance establishing a youth council. Seek the counsel of your city attorney.
- Consider creating a 501(c)3 for your youth council to be a standalone nonprofit that can offer letters for tax deductible donations or establishing a foundation fund.

Items in a resolution/ordinance establishing a youth council include:

- Mission;
- Membership and qualifications;
- Length of terms;
- Establishment of the youth council
- Explanation of how members are selected;
- Responsibilities of members;
- Whether the council will be placed in the government or with an outside agency;
- Organizational and leadership structure, meeting requirements and procedures; and
- Budget—how will it be funded and whether you will allow sponsorships and fundraising.

CREATE A 501(C)(3) NONPROFIT

- Apply for Arkansas Articles of Incorporation under Domestic Nonprofit at www.ark.org/sos/corpfilings/index.php. There is no fee for this application.
- Apply for an Employer Identification Number online at www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online. There may be a small fee for this application.
- Create basic nonprofit bylaws. These can be amended as the youth council forms, grows and changes.
- Apply for a recognition of exemption under section 501(c)(3) of the Internal Revenue Code at www.irs.gov/forms-pubs/about-form-1023-ez. There will be a fee of around \$250 to submit this application.

CREATE A DATABASE

A database of all new youth council materials will need to be created. Many students use Google Classroom, Google Drive, Gmail and Google Calendar in their schools already. This is a good option for sharing and storing information. Simple "how to" videos can be found on YouTube with tutorials. Documents can be easily shared, viewed and edited in real time by many administrators at once, and hyperlinks can be created to documents, polls, and to connect to websites and social media. Consider creating a Gmail that is specific to your youth council, such as anytownyouthcouncil@gmail.com.

CREATE JOB DESCRIPTIONS HANDBOOK

Students will need to understand exactly what the role will be before they apply to be a board member or committee chair. Job descriptions may change slightly over time, but a solid understanding of the job from the beginning will better help to guarantee success.



THE MONEY SIDE

PLAN YOUR BUDGET

Many expenses can be in-kind

- Email accounts
- Meeting space
- Paper copies
- Placement of a youth council page on the municipality's website

Determine if the council will receive funds through any of these or a combination of these or other sources

- The budget
- A line-item allocation
- Donations and sponsorships
- Raised funds

EXPENSES TO CONSIDER

501(c)(3) nonprofit application

- Applications for an Employer Identification Number may cost around \$50.
- Application for nonprofit status with the IRS will cost around \$250.
- Ask a local business or bank to sponsor the formation of the new nonprofit.

Staff time

- If this is a new venture, is there the capacity to take on the responsibility with existing staff or will part-time staff or a stipend be required?

Travel opportunities

- Consider how to fund attendance at events such as youth summits and workshops.
- Consider how to fund attendance at events hosted by the Arkansas Municipal League and National League Of Cities.

Meetings and special events

- Consider expenses including food, supplies, poster board, markers, nametags/lanyards, balloons, t-shirts, etc.
- Even simple events such as a cleanup activity will require trash bags and gloves.
- Ask local businesses, restaurants, churches or other civic groups to sponsor or donate meals and necessary supplies.



MEMBERSHIP CRITERIA

DETERMINE THE AGE FOR MEMBERS

- Most councils are for high school students only (grades 9-12). High school students may be more mature and committed.
- A few include some or all ages of middle school students (grades 6-8). However, it can be challenging to mix much younger students with older ones. Consider that finding activities of interest to both 15-year-olds and 18-year-olds may be challenging.

DETERMINE MEMBER CRITERIA

- Consider including representatives from all local high schools, including private, charter and home schools.
- Recruit from a variety of geographic areas
 - Determine whether the geographic area is limited to city limits.
 - If you recruit through the schools, consider that not all youth live inside the city limits.

SELECTION

The more time you put into selecting a strong group of students, the easier the implementation will be. consider

- Who will serve on the selection committee? Consider including youth.
- Will students be required to interview, either in person or virtually?
- Determine the criteria you will use if more students apply than can be included.

EMPHASIZE DIVERSITY

- Consider not only racial, gender and socio-economic balance, but also the diversity of interests, activities and academic levels.
- Student government leaders are great additions, but seek to balance your councils with students from a wide spectrum of backgrounds, talents and interests.
- Consider an application process rather than asking a principal or guidance counselor to appoint a representative. This will promote diversity and allow all students the opportunity to apply.
- Consider requiring students to have a minimum, reasonable grade point average (usually 2.0 or 2.5) and/or a maximum number of unexcused school absences.
- If students do not meet these requirements, some youth councils require an essay about why they should be considered for the program regardless.



MEMBERSHIP RECRUITMENT

CLEARLY STATE EXPECTATIONS

- Create information about the time and involvement that students are expected to give.
- Explain how often the group will meet.
- Explain how often members will participate in service and community projects.
- Create a calendar of all known events and make it available to applicants.
- Set a minimum number of volunteer hours that must be fulfilled, either by semester or year (see "Sample Standing Rules" on page 22).

RECRUIT WITH THE HELP OF COMMUNITY LEADERS

Share the news that you are recruiting with

- School guidance counselors, principals, EAST Lab directors, student club sponsors, etc.
- Local religious leaders
- Chamber of commerce leaders
- Community center leaders
- Other student or youth organizations

GET THE WORD OUT

- Use local media to create a buzz through a news release or media event.
- Consider a post on your website and a flyer in your municipality's utility bills.
- Have students share information via social media to reach their peers.

WORK WITH PARENTS TO RECRUIT

- Send a letter to all parents/guardians describing the purpose and goals of the youth council, the application and selection process, and a contact person for further questions.
- Use social media to reach parents whose children might want to apply.

WORK WITH SCHOOLS TO RECRUIT

- Ask civics and economics teachers to share information with students about the purpose and importance of youth councils and details on applying.
- Ask school counselors to actively solicit applications.
- Request an assembly in which the youth council contact person can discuss specifics with potential candidates.
- Develop posters or flyers for classrooms and counselors' offices.
- Post information on websites and social media that are visited frequently by high school students (e.g. school websites, Facebook, etc.).
- Ask schools to post about youth council recruitment on informational monitors, school announcements and school news broadcasts.
- Schools may also consider using their instant message process with parents to share your news.

INVOLVE ELECTED OFFICIALS

- Council or commission members can attend civics and government classes to talk about the council.
- They can make morning school announcements including information on the council formation.

ADVERTISE IN THE COMMUNITY

- Contact supervisors of local youth programs, such as Boy Scouts, Girl Scouts, youth groups at religious organizations, recreational sports teams, etc.
- Partner with local youth outreach programs, such as the YMCA and 4-H.
- Run an advertisement in local newspapers/publications.
- Make an announcement at youth conferences or summits.
- Share flyers with your local library.
- Post flyers where youth frequent, such as skating rinks, bowling alleys, malls, movie theaters, athletic facilities, etc.
- Ask local radio stations to create a PSA or offer short plugs on air.

SELECT YOUTH COUNCIL MEMBERS

- Thoroughly evaluate applicants in a competitive process.
- You may wish to hold interviews in person, over the phone or virtually to narrow down prospective candidates.
- You may also want to have a small committee that includes youth to evaluate the finalists.
- The decision should be honored through a formal vote by the council members or commissioners.



BEFORE YOUR FIRST MEETING

ANNOUNCE YOUTH COUNCIL MEMBERS

- Acknowledge the newly selected members publicly through your website and social media. Consider having your mayor make a video of the announcement.
- Send acceptance letters and/or make congratulatory phone calls.
- A polite letter should be sent to all applicants who were not selected that encourages them to apply again in the future.

PLAN AN ORIENTATION

- Plan activities to allow members to learn about each other and the youth council liaison as well as find out what issues are important to teens.
- Consider having the mayor or a council member speak to let students know their input is valued.
- Have your city attorney share information on public meetings and public records law.
- Consider providing students with municipal email accounts so all communication is captured.

CONSIDER TRANSPORTATION

Students in more rural or low-income neighborhoods might not have reliable transportation. Consider options such as

- Free bus passes
- A van to pick up those needing rides
- Coordination of transportation among parents



MEETING AGENDAS

FIRST MEETING: ORIENTATION

- Establish the council as a safe, fun forum.
- Students can participate in an ice-breaker activity and team-building exercises.
- Members should learn more about the purpose and mission of the youth council (see "Sample Mission Statement" on page 32).
- Members should discuss member/meeting requirements.
- Members should be able to contribute their ideas.
- Determine the process for electing officers, and review officer responsibilities.
- The first meeting should last about two hours, which will set the standard for future meetings.
- Determine if your council will develop subcommittees or task forces.

SWEARING IN YOUTH COUNCIL MEMBERS

- If required by your city charter, local officials should swear in youth council members.
- Youth council facilitators will need to place this item on the agenda in advance.
- At the meeting, the youth council should be welcomed as an official advisory group.

See "Sample Oath of Office" on page 33.

DISCUSS GUIDELINES

Solicit input to create council guidelines. Member should be able to contribute their ideas.
Topics to consider include:

- Purpose/mission/goals.
- Membership and membership requirements.
- Meeting structure, length and frequency. Invite a member of your city's governing body to present a workshop on parliamentary procedure for meetings. Youth can also establish procedures by applying what they learn based on the city's council procedures.
- Adopt bylaws.
- Attendance requirements.
- Appropriate dress code for meetings and events.
- Expectations on technology use during meetings.
- Subcommittees.
- Programs and activities.
- For advisory board officers/roles, members may need to be placed as representatives, such as voting seats on advisory boards.

See "Sample Bylaws" on page 34.

NEXT MEETING(S)

- Discuss issues members want to address and goals they want the council to accomplish throughout the year.
- Use the information to create an action plan to help plan topics for future meetings.
- Coordinate activities and guest speakers accordingly. For example, if youth are interested in discussing teen drug and alcohol use or gang violence, schedule a law enforcement officer as a speaker. Or, if youth express interest in the city funding a new park, schedule a parks and recreation employee or a local developer to discuss implications and costs.

HELPFUL TIPS FOR MEETINGS

- Consider how to address youth council members who might speak too little or too much. For example, one council adopted an approach called “step up and step back.” If one person speaks too much, another can politely suggest a step back to allow others to step up.
- Ask youth to bring a proposed solution to any problem they share. For example, one youth council member lamented that they needed a stronger social media outreach, and the advisor agreed. The member presented a social media plan and committed to writing a weekly blog.
- Keep random ideas from surfacing. For example, one youth council requires a member to vet any new project idea with at least three other members. At least three members must agree to support it before it can be shared.



PROGRAMS AND ACTIVITIES

EFFECTIVE ACTIVITIES FOR YOUR YOUTH COUNCIL

Ask youth to determine topics of interest and host quarterly forums for local youth.

- Consider having a panel.
- Be prepared for topics ranging from discrimination and bullying to youth/law enforcement interaction and drug use.

Identify community service projects that youth think would be meaningful.

Examples include:

- Cleaning up streams and/or highways;
- Senior center volunteering;
- Tutoring or mentoring youths, such as Big Brother/Big Sister programs;
- Organizing drives for food, clothes, school supplies or holiday gifts; and
- Volunteering at a food bank or shelter.

Weigh in on municipal issues

- This step is more significant when elected leaders ask the youth council to research and recommend actions that help the community.

Work with local schools

- Create a youth council publication to be distributed at local schools or as a leaflet in the local newspaper.
- Organize a "Careers in Local Government" day.
- Promote civic involvement of local youth by spearheading civic-minded clubs/organizations.

Interact with city officials

- Encourage youth council members to attend city council meetings. One member can be present at each meeting and report to the youth council on topics covered. This is a great opportunity to update the city council on youth council activities. For example: Consider the youth council piloting a youth-centered citywide survey project to support the city council.
- Youth can act as liaisons between the city and local youth through school announcements.
- Youth can shadow elected officials or department heads.
- Youth can attend or host city forums, conferences or events to represent the youth perspective.

Other activity ideas

- Lead a citywide educational or advocacy campaign addressing a youth-identified issue of concern.
- Advocate for particular development projects on behalf of local youth. Examples might include building a skate park or athletic field.
- Plan and organize fundraising events for youth-related development projects or charitable causes.
- Maintain a local youth council website that provides relevant information to local youth.
- Sponsor or attend professional development workshops on leadership, goal setting and public speaking.
- Tour municipal facilities so youth become familiar with the work of government. Ensure these tours provide hands-on activities to engage youth.
- Offer opportunities for youth to socialize outside of council meetings and consider providing meals at meetings.
- Plan scavenger hunts, team challenges and other opportunities to work together.

Other helpful tips

- Determine the best communication tools based on your youth's preferences. Texting is a common way for young people to communicate, even if a text directs them to read an email.
- Share photos, videos, stats and outcomes of projects and activities with municipal leaders and the community.
- Existing youth council advisors are outstanding resources. Visit the Youth Councils page under Programs & Services at www.arml.org for information on youth councils around the state.
- The first year, generating interest in the new program is easiest. Plan vital programs and engagement to retain youth who recommend the council to classmates. Use current or past members as ambassadors to recruit new members.
- Show youth how to learn from mistakes, become resilient and become future community leaders.

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These sample forms are available for download on the Youth Council page on the League's website, www.arml.org.

SAMPLE ORDINANCE

An ordinance of the City of _____ creating the city's Youth Council.

ARTICLE _____ BOARDS AND COMMISSIONS

CITY YOUTH COUNCIL

Sec. _____. Creation.

There is created a board to be known as the City Youth Council which shall consist of _____ members from each high school in the City. The members will be City residents who are actively enrolled in a public or private high school in grades 9 through 12. The members shall be appointed by the City Council and each member appointed shall serve a term of two years, unless grade 12 is completed during the term, at which time the position shall be declared vacant. Of the initial members appointed to the first board, _____ shall serve for a term of two years and _____ shall serve for a term of one year. Unlike other boards, the term of the members of the City Youth Council will expire and be appointed in the month of _____ each year. The commissioners will attend board meetings and, along with City staff, coordinate activities.

Sec. _____. Elections of officers.

The City Youth Council shall elect a chairperson to conduct meetings and a vice-chairperson to conduct meetings in the absence of the chairman. The City Youth Council will also elect a secretary to take minutes and a treasurer to report on finances. Elections shall be held at the first regular meeting after annual appointments are made by the City Commission.

Sec. _____. Vacancies.

Irregular vacancies on the City Youth Council shall be filled as they occur and regular vacancies shall be filled by appointment in the month of _____ each year.

Sec. _____. Meetings and records.

The City Youth Council shall hold at least one regular meeting per month during the school year, with the option to meet more often as needed or desired. Public records of such meetings shall be kept by the office of the City Clerk. All meetings shall be public under the Arkansas Freedom of Information Act.

Sec. _____. Absences from meetings.

Absences from three consecutive regular meetings of the City Youth Council shall cause a member to be automatically removed from their seat, unless such absence is excused by a majority vote of the Council, with such excuse duly entered upon its minutes.

Sec. _____. Duties and responsibilities.

The City Youth Council shall have the duty and responsibilities to:

1. Evaluate and review problems facing youth in the City.
2. Facilitate neighborhood meetings with youth to discuss problems, needs, and suggested improvements for our community.
3. Meet regularly with the Mayor and City Council to share ideas and discuss issues, concerns and needed improvements.
4. Attend City Council meetings and participate in vision and goal sessions.
5. Present recommended improvements to the City Council and Mayor of public projects and programs.
6. Assist in planning youth/recreation activities.
7. Evaluate and advise the City Council and Mayor on issues forwarded to the City Youth Council for advice.

SAMPLE RESOLUTION

RESOLUTION _____.

A RESOLUTION OF THE CITY OF _____, ARKANSAS, CREATING THE YOUTH COUNCIL COMMITTEE; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, many municipalities use Youth Councils to inject fresh ideas and youth perspectives into local decision-making; and

WHEREAS, Youth Councils can promote community service and foster a better understanding among young people of how municipal government works; and

WHEREAS, Youth Councils are an excellent means of promoting regular and active civic engagement among young people, which is vitally important to provide the knowledge, skills and abilities to the next generation of local leaders; and

WHEREAS, as such, the City of _____ desires to create a Youth Council; and

WHEREAS, the City of _____ finds that this Resolution is in the best interest and welfare of the residents of _____.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF _____, ARKANSAS, AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and are incorporated herein by this reference.

Section 2. Creation of the Youth Council Committee. The City Council hereby creates a citizens committee, to be known as the _____ Youth Council to advise and make appropriate recommendations to the City Council regarding issues of special interest to youths within the City. City Council Member _____ is hereby appointed liaison to the Youth Council and shall report to the City Council as to the Youth Council's activities on a regular basis.

Section 3. Composition of the Council. The Youth Council shall consist of _____ students and shall be appointed as follows: _____ student(s) to be appointed by the City Council (two per council member) and _____ students to be selected from high schools in the City.

Section 4. Effective Date. The Resolution shall take effect immediately upon adoption.

PASSED and ADOPTED the _____ day of _____, 20__.

Mayor

Attest:

City Clerk

Approved as to form:

City Attorney

SAMPLE APPLICATION

Mayor's Youth Advancement Council Application for New Applicants

[Save Progress](#)

Personal Info

First Name:*

Last Name:*

Phone:*

Text Availability:*

☐ Yes

☐ No

Email (please do not use a school assigned email):*

Address:*

City:*

State:*

Zip Code:*

Date of Birth:*

Parents' or Guardians' Names:*

Parents' or Guardians' Phone:*

Parents' or Guardians' Email:*

School Info:

School Name (must be a Jonesboro area school):*

Grade Level for Upcoming School Year (must be at least 10th grade):*

Current Grade Point Average*

Graduation Year:*

References:

Each applicant must have (at least) one school reference and (at least) one community reference, all of which must be adults that are non-relatives, and do not live in your home. We cannot accept letters from the City of Jonesboro employees.

Name:*

Phone:*

Email:*

Name:*

Phone:*

Email:*

UPLOAD 2 LETTERS OF RECOMMENDATION IN PDF FORMAT

*SAVE WORD or PAGES DOCUMENT as a PDF copy in the software itself, then upload it. ONLY PDF will be accepted.

1. List your current obligations, interests and activities (job, hobbies, organizations, clubs, sports, positions held).*

2. What are a couple of issues you would like to see addressed in our community which are important to you, your friends, and your family?*

3. Why do you want to serve on the MYAC? Please give a detailed answer.*

4. How do you think the MYAC can best represent the youth of our community?*

5. What personal skills, talents, and characteristics do you possess that would make you a good member of this council?*

6. Have you volunteered before? If so, please tell us where and what you did.*

7. Are you willing, committed and available to attend the regularly scheduled MYAC meetings once a month, as well as service events? At least 20 volunteer hours are required annually.*

8. Do you have time and the desire to serve on volunteer community projects and/or special committee projects throughout the school year? At least 20 volunteer hours are required annually.*

9. If known, what are your post high school plans? *

Signature:*

Date:*

mm/dd/yyyy

By signing I agree that all information submitted is correct and my parent or guardian has given consent for application and to potentially serve on the MYAC. I understand that this is a student-led organization and that it will be my responsibility to fulfill the 20 required volunteer hours annually.

SAMPLE STANDING RULES

1. MEMBERSHIP

- a. Membership for each year shall be set at a minimum of 35 and a maximum of 60 members.

2. APPLICATION

- a. The application for membership into the MYAC shall open at midnight of February 15 and close at midnight on April 1.
- b. The minimum GPA for applicants shall be 2.7.
- c. All applicants must write extensively, giving full and complete answers on their application.
- d. No member may receive a letter of recommendation from a family member or an executive of the city of Jonesboro.
- e. Only one letter of recommendation may come from a teacher a student currently has or previously had.
- f. All students must submit a PDF of their transcript with their application (including when reapplying).
- g. The transcript must have attendance attached.
- h. No applicant may be failing a class at the time of their application or reapplication.
- i. No applicant may have excessive school absences as the MYAC is a privilege, not a right.
- j. Applicants must live within a Jonesboro city school district.
- k. The admissions committee must meet at least every two weeks following the opening of the application and no later than five (5) days after the close of the application.
- l. The board must meet no later than one (1) week following the final meeting of the admissions committee to finalize membership.
- m. The admissions committee will vote as applications are received.
- n. Applicants must have documented previous volunteer experience.
- o. Applicants must list a minimum of one project they wish to see the MYAC sponsor in the city of Jonesboro
- p. Applicants must list all projects and activities outside of the MYAC that may interfere with their duties.
- q. An applicant must be deemed a potentially valuable member of the MYAC by both the admissions committee and the board of directors.
- r. All applicants must disclose all immediate family members that are actively involved in politics.
- s. No applicant may be denied or accepted based on their family political connections.

3. MEETINGS

- a. Notification for all standard meetings shall be put in the MYAC master calendar. Students are responsible for remembering these dates. Neither the president, sponsor nor director has the obligation to notify members.
 - i. A calendar must be set and approved by the board of directors at their first meeting each year.
 - ii. The approved calendar will be published for members as soon as time allows.

- b. All changes to the set calendar cannot be made less than one month prior to the respective date.
 - i. Dates not requiring general membership are exempt from this requirement.
- c. Board of directors meetings will be held on the first Sunday of every month at 1 in the afternoon at a predetermined location unless otherwise decided by the president with the approval of the sponsor.
- d. Department meetings will be held on the third Sunday of every month at 1, 2 or 3 in the afternoon.
- e. When and where departments will meet is decided by the board of directors at a regularly scheduled meeting.
- f. Each member, including the board, must sign in to all events on paper.
- g. All members must notify the director of their department, the president of the MYAC, and the sponsor of the MYAC of their absence at least 12 hours prior to any required events in order for the said absence to be excused.
- h. The meeting locations for the MYAC are subject to change, and such decisions are at the discretion of the board of directors to be determined by a majority vote of members present.

4. HOURS

- a. For seniors to obtain their cords they must have fulfilled all current and previous membership years' hours requirements barring extraneous circumstances.
- b. The president and/or secretary must offer each member the opportunity to view their total and itemized hours, as well as their individual attendance status (either in person or electronically) at least twice each year.
- c. All members must complete 10 hours each semester, barring extraneous circumstances.
 - i. Failure of a member to complete fall/spring semester hours will result in probationary status.
- d. All hours for the fall/winter semester are due December 17. All hours for seniors for the spring semester are due 10 business days before the spring members' meeting. All returning members' hours are due two weeks prior to the start of the new year.
- e. Acceptance of hours after their respective due date is left at the discretion of the president unless overridden by the board of directors by a majority vote.
- f. Unless otherwise stated in the bylaws of the MYAC or elsewhere in the standing rules, the president and/or secretary must provide a quarterly report of attendance and hours to the board of directors at a regularly scheduled meeting.

5. COMMUNICATIONS

- a. All members must be in the MYAC Google classroom, as well as their respective task force Google classroom and GroupMe.
- b. Failure to join the designated form of communication within two weeks following the release of the information to join the forms of communication, with board approval, in probationary status.
- c. If a member fails to join the forms of communication within two weeks following, further action should be taken in accordance with the bylaws.
- d. All directors must use the email for their designated task force to communicate through Google Classroom and create MYAC forms and collect responses.
 - i. All communications pertaining to a task force must be forwarded to the email pertaining to that task as well as the overall MYAC email.

6. PROBATION AND REVIEW STATUS

- a. If a member fails to notify the president of the MYAC and the sponsor 24 hours prior to a required full membership event while on probation, they will be put on review.
- b. If a member fails to notify the president of the MYAC and their department director 24 hours prior to a required department event while on probation, they will be put on review.
- c. Appropriate notice with respect to a status hearing notice shall be one week prior.
- d. A member must notify the president and sponsor of the MYAC 48 hours prior to their status hearing if they are unable to attend.

7. CONFLICTS OF INTEREST AND NON-DISCLOSURE AGREEMENTS

- a. All regular members of the MYAC must certify (electronically or physically) that they have read the conflict-of-interest policy and accept all provisions no earlier than the first general membership meeting of the year and no later than the second department meeting of the year.
- b. All members of the board of directors must physically certify the conflict-of-interest policy no earlier than the first general membership meeting of the year, and no later than the day following the second board meeting of the year.
- c. All members of the board of directors must physically sign a non-disclosure agreement no earlier than the first general membership meeting of the year and no later than the second meeting of the board of directors.

8. RULES OF ORDER

- a. All rules and procedures, with the exception of those prescribed elsewhere or denied in the standing rules or bylaws of the MYAC, should follow *Robert's Rules of Order*.
 - i. Rules governing the board of directors should follow Article IX (Committees and Boards).
 - ii. The presiding officer should be the chair.
- b. The presiding officer, seeing no more debate or discussion, following the completion of the agenda, and seeing no objections, may adjourn the meeting through general consensus.

9. FUNDS

- a. Department directors may spend up to \$50 without board approval but must notify the chair, treasurer and sponsor no later than 48 hours after using MYAC funds. They must then report to the board of directors at a regularly scheduled meeting to justify this expenditure.
 - i. All amounts larger than \$50 and smaller than \$101 require the approval and signature of the chair, treasurer, (or asst. treasure if the treasurer is unable), and the sponsor. They must then report to the board of directors at a regularly scheduled meeting to justify this expenditure.
 - ii. All amounts greater than \$100 require the majority approval of the board of directors and the signature of the above-mentioned individuals.
- b. The MYAC may invest no more than one-fifth ($\frac{1}{5}$) of its liquid assets at one time.
- c. No more than one-fourth ($\frac{1}{4}$) of total MYAC assets may be tied up in investments.

10. BOARD OF DIRECTORS

- a. All members of the board of directors must submit a picture and information as described by the board of directors to the sponsor to upload on the website by the second board meeting of the year.
- b. A motion to censure an officer result in automatic probation with a length specified and approved by the board.
 - i. A motion to censure requires a majority vote of the board.
- c. When an executive officer is on probation, their assistant shall fulfill all duties until the officer's probation has ceased.

- d. When a director is on probation, their deputy shall fulfill all duties until the director's probation has ceased.
- e. Until further notice community members will not have a seat on the board of directors.
- f. No deputy directors shall serve on the board of directors following the 2022-2023 school year.

11. CHANGE

- a. Standing rules may be changed by a majority vote of the board of directors at a regularly scheduled meeting and all changes take effect immediately.

12. MISCELLANEOUS

- a. Any further action is left at the discretion of the president, in conjunction with the board of directors, unless otherwise stipulated in the bylaws of the Mayor's Youth Advancement Council (MYAC), or in standing rules approved by the board of directors of the MYAC.
- b. All members must sign the code of conduct within one month of the initial general membership meeting and shall face the consequences as outlined in the bylaws.

SAMPLE CODE OF CONDUCT/ETHICS POLICY

1. Introduction

A code of conduct is a set of guiding principles that act as a benchmark for professional behavior. It is a promise to adhere to the values we all share as Mayor's Youth Advancement Council members such as honesty, respect, responsibility, fairness and compassion.

2. Organizational values

As a MYAC member, I promise to abide by the fundamental values that underpin all the activities of this organization and remember that I am a representative of the mayor and of the city of Jonesboro.

A. Integrity and honesty

These will be the hallmarks of all conduct when dealing with others within MYAC and equally when dealing with individuals and institutions outside it. As a member, I will treat others with the same courtesy and consideration I expect from them.

B. Accountability

The activities I perform for MYAC will be able to stand the test of scrutiny by other members, the general public and IRS and other nonprofit regulators if applicable.

I will discharge the duties and responsibilities of my membership with fidelity, integrity and honesty and declare any and all personal and/or extended family conflicts of interest when MYAC issues, decisions and funds are involved.

I will not misuse MYAC federal tax-exempt status, pending or approved, for personal or unauthorized purposes nor disburse funds for any purpose other than authorized, budgeted MYAC programs, projects, events and activities.

C. Transparency

MYAC strives to maintain an atmosphere of openness throughout the organization. Our members decide the course of our organization and we keep them informed at all times.

D. Law, mission, policies

I will not break the law or go against nonprofit regulations in any aspect of my role as a member.

I will support the mission of MYAC and consider myself its guardian.

I will abide by and represent our MYAC bylaws, pending or approved, the MYAC policies, positions, procedures and MYAC purposes and mission.

3. Conflicts of interest

I will always strive to act in the best interests of the Mayor's Youth Advancement Council.

I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises. If I am uncertain whether or not a conflict exists, I will consult with the executive board and abide by their decision.

As a member, I shall not use my relation to MYAC for financial, professional, business, employment, personal and/or political gain.

A conflict of interest exists when a member would have to participate in the deliberation or decision (vote) of any issue of MYAC while, at the same time, the member and/or their extended family has financial, professional, business, employment, personal and/or political interests outside MYAC that would predispose or bias the voting member to a particular view, goal or decision.

I shall declare to the officers of MYAC any conflicts of interest between my duties of MYAC and my extended families' interest.

When a conflict of interest is declared, I shall not use my personal influence to affect the outcome of the vote and shall leave the room during deliberations and the vote.

The minutes of the meeting shall reflect that a conflict of interest was declared.

4. Person to person

I will not break the law, go against nonprofit regulations or act in disregard of organizational policies in my relationships with board members, volunteers, fellow MYAC members or anyone I come into contact with in my role as a MYAC member.

I will strive to establish respectful, collegial and courteous relationships with all I come into contact with in my role as a MYAC member.

I will agree to disagree when necessary without anger or rancor.

I will perform my duties with an attitude of open-mindedness, a willingness to be trained for it, and to bring to it interest and attention.

5. Protecting the organization's reputation

I will not speak as a member of MYAC to the media or in any public forum without the prior knowledge and approval of the chair. However, I still maintain all rights to speak as a private citizen in such forums, but I will never speak negatively against MYAC in any capacity, including on social media platforms.

When I am speaking as a MYAC member, my comments will reflect current organizational policy and positions.

When speaking as a private citizen I will strive to uphold the reputation of MYAC and those who volunteer in it.

I will respect the confidentiality of the MYAC, board and individuals.

I will not share working copies of documents or other organizational information until those materials have been finalized and are available for release to the general public.

6. Personal gain

I will not personally gain materially or financially from my role as a member, nor will I permit others to do so as a result of my actions or negligence.

I will document expenses and seek reimbursement according to procedure.

I will not accept substantial gifts or hospitality intended for my personal use.

I will use MYAC resources responsibly, when authorized, in accordance with procedure.

7. In the boardroom

I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by the MYAC membership.

I will abide by board governance procedures and practices.

I will strive to attend all meetings, giving notice ahead of time to the chair if unable to attend.

I will study and complete my responsibility for the meeting agenda and other information sent to me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.

I will honor the authority of the chair and respect their role as meeting leader.

I will engage in debate and voting in meetings according to *Robert's Rules of Order*, maintaining a respectful attitude toward the opinions of others while making my voice heard.

I will accept a majority board vote on an issue as decisive and final.

I will maintain confidentiality about what goes on during meetings unless authorized by the chair or board to speak of it.

I will participate in induction, training and development, and volunteer activities for members.

8. Leaving the board

I understand that substantial breach of any part of this code may result in my removal from MYAC.

If for any reason I am unable to fulfill the duties of my position, I will do what is best for the association, even if that means resigning from my position.

Should I resign I will inform the chair in advance, in writing, stating my reasons for resigning. Additionally, I will be offered the opportunity to participate in an exit interview if so desired.

We, the undersigned members, have read and agree to abide by this policy and understand that failure to adhere to the above guidelines may result in termination of the undersigned as board members and will require the immediate return of all MYAC property, documents and materials belonging to MYAC.

_____ Signature of MYAC Member

_____ Printed Name

_____ Date

SAMPLE JOB DESCRIPTIONS

Leadership Board

This group is empowered to deal with issues that arise between the full membership meetings. It also formulates the agenda for full membership meetings. Membership of the Leadership Board is typically limited to board officers and the mayor's appointed director.

Board Chair—to be held by a 12th grader

The board chair oversees the work of the board and the organization's committees. The chair also works closely with task force chairs to make sure board resolutions and the work of the committee are carried out. Additional responsibilities include:

- Supporting all task force chairs and recommending task force members
- Assisting the secretary in preparing agendas for board and membership meetings
- Assisting the vice chair with new board member orientation
- Working with the task forces to recruit new members
- Serving as spokesperson for the organization
- Must only actively serve on one task force
- Honorary member of every task force

Vice Chair—to be held by a 11th grader

The vice chair is also a vital part of the leadership team. The vice chair carries out special assignments as requested by the board chair and fills in for the chair if necessary. The vice chair will also be responsible for keeping up with attendance and volunteer time. Additional responsibilities include:

- Supporting all task force chairs and recommending task force members
- Assisting the secretary in preparing agendas for board and membership meetings
- Planning new board member orientation
- Working with the chair and task forces to recruit new members
- Filling in for the chair if they are unable to participate or lead a meeting or event

Secretary—to be held by a 12th grader

The secretary attends all board meetings and is responsible for maintaining complete and accurate meeting minutes. The secretary is also tasked with monitoring compliance with the organization's rules. Additional responsibilities include:

- Supporting all committee chairs
- Preparing agendas for board and membership meetings
- Working with the chair and task force to recruit new members

Assistant Secretary—to be held by a 11th grader

This is not a voting position. The assistant shadows the secretary to assist and learn as needed. The assistant secretary attends all board meetings and is responsible for auditing complete and accurate meeting minutes. The assistant secretary is also tasked with monitoring compliance with the organization's rules. Additional responsibilities include:

- Supporting all committee chairs
- Preparing agendas for board and membership meetings
- Working with the chair and task force to recruit new members
- Filling in for the secretary if they are unable to attend a Leadership or Membership meeting

Treasurer—to be held by a 12th grader

The treasurer keeps track of the organization's financial condition. The treasurer must be open to learning financial accounting and work with the chair to ensure that appropriate financial reports are made available to the board on a timely basis. The treasurer also reviews the annual audit and answers board member questions about the audit. Additional responsibilities include:

- Supporting all committee chairs
- Working with the chair and committees to recruit new members

Assistant Treasurer—to be held by a 11th grader

This is not a voting position. The assistant shadows the treasurer to assist and learn as needed. The assistant treasurer helps to keep track of the organization's financial condition. They must be open to learning financial accounting and work with the treasurer to ensure that appropriate financial reports are made available to the board on a timely basis. The assistant treasurer also reviews the annual audit and answers board member questions about the audit if the treasurer is not available. Additional responsibilities include:

- Supporting all committee chairs
- Working with the chair and committees to recruit new members
- Filling in for the treasurer if they are unable to make a leadership or membership meeting

Parliamentarian—to be held by a 12th grader

A parliamentarian is an expert in interpreting and applying parliamentary procedure for meetings of deliberative assemblies. These duties, such as following *Robert's Rules of Order*, the most common manual of parliamentary procedure, enable the group to efficiently and fairly discuss and determine actions to be taken. The role of a parliamentarian during a meeting is purely an advisory and consultative one, helping the presiding officer to respond to points of order, parliamentary inquiries and questions regarding the organization's bylaws, which provide the basic framework of the group and how it functions. Additional responsibilities include:

- Assists the chair to manage meetings and advising on parliamentary procedure
- Chairing bylaws committee to review bylaws each year and revise them every three years
- Arranging the nominating committee's first meeting, providing information on nomination and election processes

Assistant Parliamentarian—to be held by an 11th grader

This is not a voting position. The assistant shadows the parliamentarian to assist and learn as needed. The assistant attends all board meetings and is responsible for auditing the bylaws. The assistant parliamentarian is also tasked with monitoring compliance with the organization's rules. Additional responsibilities include:

- Supporting all committee chairs
- Preparing bylaws change proposals for board meetings
- Working with the chair and task force to recruit new members
- Filling in for the parliamentarian if they are unable to attend a leadership or membership meeting

Establishing Task Forces

The Mayor's Youth Advancement Council accomplishes the majority of its work through task force committees, which undertake work delegated by the board, make recommendations to the board for discussion and action, and enhance productivity. Task forces include:

- City Beautification
- Communications and Technology
- Community Outreach
- Diversity and Inclusion
- Health and Safety
- Planning and Engineering

Selecting Task Force Members

Task force size depends on the needs of the organization and a commonsense assessment of how many people are needed to carry out the committee's work. Committee members should be selected based on their experience, skills and interests. For example, a member with an interest in the work of our fire or police force would likely be a good fit for the Health and Safety Task Force. Every board member should serve on one task force and all other members will serve on two task forces. As with individual board members, task forces should be given written statements of their responsibilities, guidelines and goals. It is the full board's responsibility to regularly assess how each task force is functioning.

SAMPLE MISSION STATEMENT

The primary mission of the Mayor's Youth Advancement Council of Jonesboro is to involve youth in community issues and decisions, to advise the mayor and city council of the youth's perspective, and to empower future leaders to become engaged within their community.

SAMPLE OATH OF OFFICE

City of _____ Youth Council Oath of Office

I, _____ do solemnly swear or affirm that I will support, uphold and defend the Constitution of the United States of America, and the laws thereof; that I will support, uphold and defend the Constitution and laws of the State of Arkansas, not inconsistent therewith, that I will observe and obey the laws and ordinances of the City of _____; that I will faithfully perform and discharge the duties incumbent upon me as a member of the _____ Youth Council fairly and honestly and to the best of my skills and abilities.

Council Member

Executed the _____ day of _____, 20____

SAMPLE BYLAWS

The Secretary of State is the legal authority over nonprofit organizations in most states, so the first step you should take is to contact them and make sure the new nonprofit is abiding by all legal requirements.

Your bylaws will vary from those of other organizations and should suit your organization's needs. Bylaws should take a form similar to this set of bylaws for a fictitious nonprofit.

ARTICLE I. NAME OF ORGANIZATION

The name of the organization is Anytown Youth Council.

ARTICLE II. CORPORATE PURPOSE

Section 1. Nonprofit Purpose

This corporation is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. (This is an example of language that's not necessary, but good and appropriate to include.)

Section 2. Specific Purpose

The primary mission of Anytown Youth Council is to involve youth in community issues and decisions, to advise the mayor and city council of the youths' perspective, and to empower future leaders to become engaged within their community.

ARTICLE III. MEMBERSHIP

Membership of Anytown Youth Council is limited to the members of the board of directors.

(If you have members, you would list criteria for membership eligibility, dues, rights of members, voting rights and termination of membership.)

ARTICLE IV. MEETINGS OF MEMBERS

(For meetings with members, you would write sections that include when meetings will be held. There might be a section on how to handle special meetings, notices of meetings, what constitutes a quorum and how to determine the outcome of voting. Since this nonprofit doesn't have members, this section would be omitted.)

If the organization had members, write the statements in sections, such as:

Section 1. Regular meetings.

Regular meetings will be held at least quarterly at a time and place determined by the chair.

Add sections for handling special meetings, quorum requirements, etc.

ARTICLE V. BOARD OF DIRECTORS

(This is typically one of the longest sections because board directors have many responsibilities. Each section should be followed by a description.)

Section 1. General Powers

Section 2. List the number of directors, term limits and requirements

Section 3. Regular and Annual Meetings

Section 4. Special Meetings

Section 5. Notice

Section 6. Quorum

Section 7. Forfeiture

Section 8. Vacancies

Section 9. Compensation

Section 10. Informal Action by Directors

Section 11. Confidentiality

Section 12. Advisory Council

Section 13. Parliamentary Procedure

Section 14. Removal

ARTICLE VI. OFFICERS

The officers of this board shall be the president, vice president, secretary and treasurer. All officers must have an active membership in the organization.

Section 1. President

The president shall preside at all meetings of the membership. The president shall have the following duties: (list them)

Section 2. Vice President

The vice president shall perform all the duties of the president during the absence of the latter. The vice president's duties are: (list them)

Section 3. Secretary

The secretary shall attend all meetings of the advisory board and of the executive committee, and all meetings of members, and assisted by a staff member, will act as a clerk thereof. The secretary's duties shall consist of: (list them)

Section 4. Treasurer

The treasurer's duties shall be: (list them)

Section 5. Election of Officers

Section 6. Removal of Officers

Section 7. Vacancies

(Most states have laws requiring certain officer positions for boards of directors.)

ARTICLE VII. COMMITTEES

Section 1. Committee Formation

The board may create standing or ad hoc committees as needed, such as fundraising, finance, etc.

Section 2. Executive Committee

(Usually, the officers serve as members of the executive committee, and that would be stated here, along with the powers they have.)

ARTICLE VIII. CORPORATE STAFF

(Feed the Homeless probably wouldn't have paid staff, but depending on their finances, they might have an executive director. outline the executive director's duties and responsibilities here and add sections for other corporate staff if they apply.)

Section 1: Executive Director

ARTICLE IX. CONFLICT OF INTEREST AND COMPENSATION

(The IRS asks many questions about conflict of interest, and having strong policies around conflict of interest in the bylaws supports the organization's stance on it.)

Section 1. Purpose

Section 2. Definitions

Section 3. Procedures

Section 4. Records of Proceedings

Section 5. Compensation

Section 6. Annual Statements

Section 7. Periodic Reviews

Section 8. Use of Outside Experts

ARTICLE X. INDEMNIFICATION

(Indemnification refers to one party covering losses for harm to another. Most nonprofits have director and officers insurance policies to protect them from undue liability. The indemnification section in the bylaws is designed to protect board members and employees from lawsuits connected with their duties relating to the nonprofit.)

Section 1. General

Section 2. Expenses

Section 3. Insurance

ARTICLE XI. BOOKS AND RECORDS

The corporation shall keep complete books and records of account and minutes of the proceedings of the board of directors. (This is pretty standard wording.)

ARTICLE XII. AMENDMENTS

(This section outlines the ways that Articles of Incorporation and bylaws can be amended. Both typically require giving a certain number of days' notice.)

Section 1. Articles of Incorporation (usually requires absolute majority vote)

Section 2. Bylaws (usually requires a majority vote)

Formalizing the Bylaws

The final step is for the board to review the bylaws. Finding them acceptable, the board votes and approves them. The board president should sign the bylaws and have the secretary attest to the signature. It is also acceptable to have all board members sign the bylaws. The wording should be along the following lines:

We, the undersigned, are all the initial directors or incorporators of this corporation, and we consent to, and hereby do, adopt the foregoing bylaws, consisting of the _____ preceding pages, as the bylaws of this corporation.

ADOPTED AND APPROVED by the Board of Directors on this _____ day of _____, 20 ____.

SAMPLE CALENDAR

Key:

BMO: Board Members Only

TFD: Task Force Departments

ALL: ALL (volunteer opportunities or dates)

FYI: For your information date

ALL: June 17, 2023 - Juneteenth Parade & Volunteer Opportunity

ALL: July 13, 2023 - NEA Food Bank Volunteer Day

BMO: August 6, 2023 - 1:00 PM Board Meeting

TFD: August 20, 2023 - 1:00 PM Task Force Meetings

ALL: August 27, 2023 - 1:00 PM until 4:00 PM Pool party for PCJ (September 3 - Rain Date)

BMO: September 10, 2023 - 1:00 PM Board Meeting (postpone one week due to Memorial Day)

ALL: September 14, 2023 - 4:00 PM Business Meeting for ALL, City Council Chambers

TFD: September 17, 2023 - 1:00 PM Task Force Meetings

BMO: September 19, 2023 - 5:30 PM Presentation to City Council

BMO: October 1, 2023 - 1:00 PM Board Meeting

TFD: October 15, 2023 - 1:00 PM Task Force Meetings

BMO: November 5, 2023 - 1:00 PM Board Meeting

TFD: November 12, 2023 - 1:00 PM Task Force Meetings (move up one week due to Thanksgiving)

ALL: November 21, 2023 - 2:00 PM - 3:30 PM NEA Food Bank

ALL: December 3, 2023 - 3:00 PM All Members Meeting / Group Photos

ALL: December 3, 2023 - 4:00 PM - 5:30 PM Holiday Meet and Greet Party

ALL: December 1, 2023 - Christmas Parade

BMO: January 7, 2024 - 1:00 PM Board Meeting (postpone one week due to New Year)

TFD: January 21, 2024 - 1:00 PM Task Force Meetings

BMO: February 4, 2024 - 1:00 PM Board Meeting

FYI: February 15, 2024 - General Membership Applications Opens

TFD: February 18, 2024 - Task Force Meetings (postpone one week due to President's Day)

ALL: March 2, 2024 - Spring Community Fair (rain date March 9th)

TFD: March 17, 2024 - 1:00 PM Task Force Meetings

ALL: March 2024 TBD - 2:00 PM - 3:30 PM NEA Food Bank

FYI: April 1, 2024 - General Membership Applications Closes at Midnight

BMO: April 7, 2024 - 1:00 PM Board Meeting

FYI: April 15, 2024 - Announcement of New Members by Mayor Copenhagen

FYI: April 15, 2024 - Executive Board Applications Opens

FYI: April 21, 2024 - Executive Board Application Closes at Midnight

FYI: April 23, 2024 - Judge Board Applications

ALL: April 28, 2024 - End of the Year Meeting / Picnic / Task Force Informational Fair

FYI: May 1, 2024 - Task Force Chair Application Opens

BMO: May 5, 2024 - 1:00 PM Board Meeting

FYI: May 15, 2024 - Task Force Chair Application Form Closes at Midnight

FYI: May 15, 2024 - Task Force Applications Open

TFD: May 19, 2024 - Task Force Meetings

FYI: TBD - Judge Task Force Chair Applications

BMO: May 21, 2024 - 5:30 PM End of the Year Report to City Council

FYI: May 31, 2024 - Task Force Application Closes

FYI: May 31, 2024 - Task Force Chairs Announcement

FYI: May 31, 2024 - Close of MYAC Year

FYI: June 1, 2024 - Start of New MYAC Year

SAMPLE AGENDA



Mayor's Youth Advancement Council (MYAC) BOARD MEETING

Sunday, (Date) , 2023, 1:00 PM

City of Jonesboro, Executive Boardroom

300 South Church Street, Jonesboro, Arkansas 72401

****AGENDA****

1. CALL TO ORDER:

The meeting will now come to order. Time (Time) PM

2. MINUTES:

The (Previous Month) Board Meeting Minutes have been posted and should have been reviewed prior to this meeting.

Are there any additions or corrections to the (Previous Month) Executive Board Minutes?

The minutes stand approved as **read/corrected**.

3. OFFICER REPORTS:

A. TREASURER: Jaedyn Dowdy

Bank Balance	
Centennial Bank	\$ (amount in account)

Profit & Loss statements and balance sheets can be provided for your review. All check payments, deposits, and bank statements can also be made available for your review.

PRESIDENT: Are there any questions concerning our finances? yes/no

The report will be filed for review.

B. PARLIAMENTARIAN: Judy Kim

1. Keep up with attendance _____

2. Do we have a quorum? yes/no

**At least 50% plus 1 in attendance*

C. PRESIDENT: Nathan Sammons

The next MYAC Board meeting will be _____.

***First Sunday of Every Month at 1pm*

4. STANDING COMMITTEES:

- City Beautification - Jude Qualls, Chair & Isabelle Hirsch, Co-Chair
- Communications & Technology - Dillinger Carr, Chair & Madilyn Co-Chair
- Community Outreach - Julia Young, Chair & Emma Martin, Co-Chair
- Diversity & Inclusion - Janarie Prince, Chair & Zahyra Mata Rodriguez Co-Chair
- Health & Safety - Karen Umeora, Chair
- Planning & Engineering - Aiydan Kattaviravong, Chair

5. UNFINISHED BUSINESS:

Is there any unfinished business? yes/no

6. NEW BUSINESS:

Is there any new business? yes/no

7. ANNOUNCEMENTS:

Are there any announcements?

Is there any further business to come before the Board?

The meeting is adjourned at ____ (Time) ____ PM

Nathan Sammons

MYAC Chair



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