

**NOTICE OF MEETING AGENDA
LANCASTER YOUTH ADVISORY COUNCIL**



**LANCASTER RECREATION CENTER CONFERENCE ROOM
1700 VETERANS MEMORIAL PARKWAY
LANCASTER, TEXAS**



Monday, August 1, 2016 - 6:00 PM

CALL TO ORDER

1. The reading of the Youth Advisory Council 's Goals and Objectives—
Bakahri Thornton, Recreation Superintendent
2. Youth Advisory Council Summit 2017 Presentation –
Bakahri Thornton, Recreation Superintendent
3. Briefing and discussion concerning Volunteer Opportunities –
Robbie Samuel, Recreation Supervisor
4. Upcoming Appointments and Commissions -
Bakahri Thornton, Recreation Superintendent
5. Set date and Agenda of next meeting.

ADJOURNMENT

EXECUTIVE SESSION: The Lancaster Boards and Commissions reserve the right to convene into executive session on any posted agenda item pursuant to Section 551.071(2) of the TEXAS GOVERNMENT CODE to seek legal advice concerning such subject.

ACCESSIBILITY STATEMENT: Meetings of the Boards and Commissions are held in municipal facilities are wheelchair-accessible. For sign interpretive services, call the City Secretary's office, 972-218-1311, or TDD 1-800-735-2989, at least 72 hours prior to the meeting. Reasonable accommodation will be made to assist your needs.

PURSUANT TO SECTION 30.06 PENAL CODE (TRESPASS BY HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.

CONFORME A LA SECCION 30.06 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO 411, CODIGO DEL GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO OCULTADA.

PURSUANT TO SECTION 30.07 PENAL CODE (TRESPASS BY HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.

CONFORME A LA SECCION 30.07 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO AL AIRE LIBRE CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO H, CAPITULO 411, CODIGO DE GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO AL AIRE LIBRE.

Certificate

I hereby certify the above Notice of Meeting was posted at the Lancaster City Hall on July 28, 2016 at 5:00 p.m.

 7/28/16

Bakahr Thornton, Staff Liaison



**BYLAWS
OF THE LANCASTER YOUTH ADVISORY COMMITTEE
OF THE CITY OF LANCASTER, TEXAS**

WHEREAS, the youth of the City of Lancaster, Texas (hereinafter “the City”) constitute an underutilized resource of ideas, knowledge and experience with respect to the City and its affairs; and

WHEREAS, the City Council of the City of Lancaster desires and seeks input from the youth into the affairs and issues of the City through the Lancaster Youth Advisory Committee; and

WHEREAS, the students of the Lancaster Independent School District are willing to devote their time and energy into improving the City and the community through a Lancaster Youth Advisory Committee;

NOW THEREFORE, the Executive Board of the Lancaster Youth Advisory Committee hereby adopts the following Bylaws.

ARTICLE I. INTENT

The intent in preparing and adopting these Bylaws is to provide a framework for organization of the Lancaster Youth Advisory Committee, its actions and agenda. It is not the intent of the City, or the officers and members hereinafter described to create a legal entity of any sort including without limitation, a corporation, non-profit corporation, limited liability company, partnership nor any other business, public or quasi-public entity.

ARTICLE II. OFFICES

The principal location of the Lancaster Youth Advisory Committee shall be at the Lancaster Recreation Center, 1700 Veterans Memorial Parkway, Lancaster, Texas 75134. The Lancaster Youth Advisory Committee may have such other offices as the Executive Committee may designate or as the business of the Lancaster Youth Advisory Committee may require from time to time.

ARTICLE III. MEMBERS

Section 1. Regular Meetings. The Lancaster Youth Advisory Committee shall hold nine (9) meetings during the school year, one (1) in each of the month between September and May. The meetings shall be held on the first Mondays of the month at 6:00 p.m. ~~p.m.~~ Meetings will only be held if there is city business to attend to.

Section 2. Special Meetings. Special meetings of the members, for any purpose or purposes, may be called by the Executive Committee.

Section 3. Place of Meeting. The Executive Committee may designate any place as the place of meeting for any meeting called by the Executive Committee. If no designation is made, the place of meeting shall be the principal location of the Lancaster Youth Advisory Committee.

Section 4. Notice of Meeting. Written or printed notice stating the place, day and hour of the meeting, shall, unless otherwise prescribed by statutes, be delivered not less than seventy-two (72) hours nor more than thirty (30) days before the date of the meeting, either personally, by e-mail, or by regular mail, by or at the direction of the Chairman, Vice Chairman, or the Secretary, to each member. The notice of a regular or special meeting of the Lancaster Youth Advisory Committee shall specify the purpose of the meeting, including amendment to these Bylaws, or business to be transacted at such meeting and the agenda to be considered.

Section 5. Composition; Appointment; Terms. The Youth Advisory Committee shall consist of ten (10) youth members, beginning at age 14 and, five (5) junior and five (5) senior high school students, and one (1) adult sponsor. Each city council member shall appoint one (1) youth member, and the Mayor shall appoint the remaining four (4) youth members and the adult sponsor. The adult sponsor shall be a Lancaster resident. Terms of office shall be two (2) years for the adult sponsor and five youth members and one (1) year for the other five youth members.

Section 6. Termination of Membership. Persons appointed to City boards, commissions or committees can only be effective members or alternates if they attend the groups' meetings regularly. Attendance Reports will be maintained by City staff liaisons to the boards/commissions/committees and provided to the City Council on a quarterly basis for their review. In case of excessive absences, the following shall apply:

- (a) In case of excessive absences, a board, commission or committee member or alternate shall be removed from office. Absences from three (3) consecutive meetings or a total of five (5) absences within a twelve-month period shall constitute excessive absences. This provision shall apply even if such meeting is subsequently canceled or postponed due to lack of a quorum.
- (b) The procedure for removal of a member or alternate is as follows:
Immediately after a member or alternate has three (3) consecutive absences or a total of five (5) absences within a twelve-month period, the staff liaison of

the board, commission or committee shall notify the president or chair in writing. The staff liaison shall notify the city secretary with recommendations in writing within five (5) days of receiving notification. The city secretary shall notify the mayor and city council in writing within five (5) days of receiving notification. The council, at its next regularly scheduled meeting, shall declare the position vacant and instruct the city secretary to notify the board of commission member in question to that effect. The council shall then appoint someone to fill the vacancy from the available alternates or publish the vacancy and make an appointment after sufficient time has passed to receive applications for the position.

ARTICLE IV. EXECUTIVE COMMITTEE

Section 1. General Powers and duties. The business and affairs of the Lancaster Youth Advisory Committee shall be managed by the Executive Committee. The Executive Committee shall be responsible for planning the agenda for the school year and for each of the regular meetings for the Lancaster Youth Advisory Committee, setting and proposing potential subcommittees, and discharging any other responsibilities assigned by the Executive Committee or determined by majority vote of a quorum of the members of the Lancaster Youth Advisory Committee.

Section 2. Number, Tenure and Qualifications. The number of executives on the Executive Committee shall be ten (10) members of the Lancaster Youth Advisory Committee. Executives shall be elected at the first regular meeting of the members of the school year, and the term of office of each executive shall be one (1) year, commencing September 1 and continuing through August 31 of the following year, or until the first regular meeting of members of the following school year and the election and qualifications of successors. The executives shall be nominated from among the members of the Lancaster Youth Advisory Committee. The Executive Committee shall consist of a Chairman, Vice Chairman, Historian, Treasurer, two (2) Secretaries and a Public Relations Representative, each of whom shall be elected by the members of the Lancaster Youth Advisory Committee.

Section 3. Regular Executive Committee Meetings. No meeting can be held at any time without proper notification 72 (seventy two) hours due to the Texas Open Meetings Act, along with all regular schedule meetings.

Section 4. Special Meetings. Special Meetings of the Executive Committee may be called by or at the request of the Chairman or other executives, and shall be held at the office of the Lancaster Youth Advisory Committee or at such other place as the Executive Committee may determine.

Section 5. Notice. Notice of any additional or special meeting of the Executive Committee shall be given as outlined above in Article III, Section 4 of these

Bylaws. The notice shall specify the purpose of, or business to be transacted at, such a meeting and the agenda thereof.

Section 6. Quorum. A majority of the number of executives fixed by these Bylaws shall constitute a quorum for the transaction of business at any meeting of the Executive Committee, but if less than such majority is present, the attending executive may adjourn the meeting.

Section 7. Election and Term of Office. The executives to be elected by the members shall be elected annually by the members at the first meeting in September. Each executive shall hold office for one year.

Section 8. Vacancies. Any vacancy occurring on the Executive Committee because of resignation, removal, and disqualification or otherwise shall be filled by appointments by the City Council. An executive so appointed to fill a vacancy shall be appointed for the unexpired term of the predecessor in office.

Section 9. Powers and Duties. The powers and duties of the several officers shall be as provided from time to time by resolution or directives of the members. In any event, the Chairman shall preside over and conduct all meetings of the Lancaster Youth Advisory Committee and of the Executive Committee, determine agendas for the regular meetings of the Lancaster Youth Advisory Committee and the Executive Committee, act as spokesperson for the Lancaster Youth Advisory Committee, act as signatory on all documents for which the Lancaster Youth Advisory Committee provides authorization to sign, delegate authority to any executive or member of the Lancaster Youth Advisory Committee. The Vice Chairman shall act in the place of the Chairman upon the Chairman's absence or inability to act as authorized herein, and take action as delegated by the Chairman. The Historian shall act as the record keeper of all activities of the Lancaster Youth Advisory Committee and keep archives. The Public Relations Representative shall deal with media relations as chair of the standing Lancaster Public Relations Committee of the Lancaster Youth Advisory Committee. The Treasurer shall chair the standing Finance Committee and be responsible for all financial matters of the Lancaster Youth Advisory Committee including the budget, financial reports and fund raising. The Secretaries shall take attendance, prepare the minutes of each meeting of the Lancaster Youth Advisory Committee and Executive Committee prior to the next regular meeting, prepare and mail the notices of each meeting and prepare and enclose the agenda for each meeting with the notice of such meetings. A member of the Executive Committee who fails or refuses to fulfill the duties associated with his/her position may be removed from the Executive Committee by a two-thirds (2/3) majority vote of the members of the Youth Advisory Committee.

Section 10. Agendas. Any member of the Executive Committee or any two other members of the Lancaster Youth Advisory Committee may submit a request for placement of an item on the agenda to any member of the Executive Committee for consideration at the next following regular meeting. Such request shall be placed on the agenda at the discretion of the Chairman and, if placed upon the agenda, shall be considered at a regular meeting determined by the Executive Committee, provided

adequate and sufficient notice of the item for consideration has been given as set forth herein.

Section 11. Reports. By June 30th of each year, the Lancaster Youth Advisory Committee shall submit 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.

ARTICLE V. SUBCOMMITTEE

Section 1. Standing Committees. The following subcommittees shall be standing committees, and their terms shall be perpetual: the Executive Committee, Finance Committee and the Lancaster Public Relations Committee of the Lancaster Youth Advisory Committee.

Section 2. Ad Hoc Committees. Any other subcommittees the Lancaster Youth Advisory Committee determines are necessary shall be created for the limited term of the remainder of the school year and shall continue during such school year at the discretion of the Chairman of the Lancaster Youth Advisory Committee. Such subcommittees shall be created by a majority vote of a quorum of members at any of the regular meetings of the members.

ARTICLE VI. AMENDMENTS

These Bylaws may be altered, amended, or repealed, and new Bylaws may be adopted by the Lancaster Executive Committee with prior written notice to the members as provided herein; provided, however, that such alterations, amendments or repeals first be authorized by a two-thirds (2/3) vote of all members of the Lancaster Youth Advisory Committee, and provided further that vote by proxy shall not be permitted.

ARTICLE VII. ADOPTION AND EFFECTIVE DATE

The foregoing Bylaws were regularly adopted at a meeting of the Lancaster Youth Advisory Committee, and thereafter ratified at a meeting of the City Council of the City of Lancaster. These Bylaws shall be effective as of _____, 2008 as from time to time amended.



City of Lancaster
PARKS AND RECREATION DEPARTMENT



1700 Veterans Memorial Parkway • Lancaster, TX 75134

972.218.3706 • 972-218-3648 (FAX)

www.lancaster-tx.com

Program Description

The City of Lancaster Recreation Center will offer a Youth Advisory Committee for Lancaster Students ages 15 years and older. The city council appointee will serve as the liaison between the youth of the community and the City Of Lancaster. The city council will be responsible for achieving the goal of empowering the city's youth to participate in service projects that enhance the city and provide teens with the opportunity to provide input on some of city council's goals and objectives.

Application Process and Membership Details

City of Lancaster students attending private or public schools in Lancaster ages 15 and older will be allowed to complete an application for participation. The city council will interview and accept students who complete the application. Students must maintain passing grades in order to join and continually participate in the program. All completed applications will be reviewed by the city council and the city council will select 10 students that meet their criteria. The appointed students will then be notified of the city council's decision.

The following officers will be elected by their fellow council members and serve for a term of 1 year from October 1 – September 30:

- President
- Vice-President
- Treasurer
- Secretary
- Alternate Secretary

Program Project Ideas

The Youth Advisory Committee will be able to suggest and vote on projects that they would like to participate in

- Youth-To-Youth Under Age Drinking Awareness
- Keeping the Community Clean (Keep Lancaster Beautiful)
- Going Green Projects

Proposed Application Process

In order to accelerate the application process, the city's liaison will screen the applicants and make recommendations to the city council. This let's the city council appoint the students when they apply and not wait until we have enough to form the committee.

- There will be a minimum requirements of 5 participants and no maximum
- Term of membership will run from join date until graduation from high school
- We would like to have the responsibility of administering the interviews, with all due respect we do work more closely with the youth and have a greater understanding of the necessary requirements that we are looking for. Also, our schedules are more flexible and allow for more timely responses. The Recreation Staff would like this process to be a fun experience the youth can enjoy.