

CITY OF CORINTH  
YOUTH  
ADVISORY  
COUNCIL

YYAAC

BE A VOICE FOR  
YOUR GENERATION!

ESTABLISHED 2020



# TABLE OF CONTENTS

## **INTRODUCTION** **3**

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ORDINANCE	4-8
MEMBERSHIP APPLICATION	9-11
ATTENDANCE POLICY	12
MEDIA PLAN	13
FUNDING	14
MEETING TOPICS	15

## Introduction

### What is the Youth Advisory Council?

The Youth Advisory Council (YAC) is a group of students (ages 14-18) that live within the boundaries of the City of Corinth. There are up to 15 seats on the Council, and the Communications and Marketing Coordinator serves as the staff liaison.

### Why was YAC established?

The City of Corinth wants to cultivate tomorrow's leaders by appointing a group of civic-minded young adults who can advise staff and Council on matters relating to their generation. In exchange, members learn about the mechanics of local government.

### What does YAC do?

The goal is that the YAC will study, plan, implement, and consult with the city regarding those topics of interest. Specifically, the YAC is assigned with identifying areas for improvement related to youth, including developing programs and services that 1) empower, support, and inform youth; 2) create a family-friendly community, and 3) encourage youth to be engaged residents of their community.

**Through their participation, YAC members learn about municipal government, budgeting, marketing, leadership, event planning, and program evaluation.**

### How do I get selected for the YAC?

Application information and forms are online at [cityofcorinth.com/yac](http://cityofcorinth.com/yac) or in person at City Hall. Applicants must submit one letter of recommendation, which will be reviewed, along with your application, by the staff liaison. Approved applicants will be interviewed and appointed by city staff.

### What's the time commitment?

YAC meets once a month, attends some City Council meetings, and participates in a one weekend trip to the statewide YAC Summit. Members will receive service hours for time spent hosting or volunteering at city events.

### What are the officer positions?

**The YAC will elect the following from its membership:**

- **Chair:** Presides over meetings; Has and exercises general management and supervision of the affairs of the commission; Assists all officers with their duties
- **Vice-Chair:** At the request of the Chair, or in the event of the absence of the Chair, performs the duties and possesses and exercises the powers of the Chair; Assists all officers with their duties
- **Secretary:** Records all proceedings and compiles the official meeting minutes, which must be submitted to the City Secretary
- **Historian:** Captures and records all activities through documentation and photos; Responsible for website content submittal

**ORDINANCE NO. 20-06-18-XX**

**AN ORDINANCE OF THE CITY OF CORINTH, TEXAS, AMENDING CHAPTER 33 "BOARDS, COMMISSIONS AND DEPARTMENTS" OF TITLE III "ADMINISTRATION" OF THE CODE OF ORDINANCES OF THE CITY OF CORINTH BY ADDING SUBSECTIONS 33.80 THROUGH 33.89 TO CREATE A YOUTH ADVISORY COUNCIL FOR THE CITY OF CORINTH; PROVIDING FOR THE INCORPORATION OF PREMISES; PROVIDING AMENDMENTS TO DEFINE DUTIES AND RESPONSIBILITIES; PROVIDING FOR APPOINTMENTS; PROVIDING A CUMULATIVE REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND DECLARING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Corinth is a home-rule municipality acting under its Charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

**WHEREAS**, pursuant to Section 10.01, Article X, Boards, Commissions and Committees of the Home Rule Charter of the City, the Council is authorized to establish such boards, commissions, and committees as it deems necessary to carry out the functions and obligations of the City, and in doing so, the Council shall prescribe the purpose, composition, functions, duties, accountability, and tenure of each Board, commission and committee; and

**WHEREAS**, the City of Corinth recognizes the need of its young residents to be a valuable resource for public input and participation in the determination of City policies and procedures; and

**WHEREAS**, the City Council of Corinth recognizes a Youth Advisory Committee established to serve as an advisory body to the City Council will empower youth, will create opportunities for their input into community projects, and provide a vehicle by which youth become involved in a process which enables them to have an influence in issues they care about; and

**WHEREAS**, the City Council has determined it appropriate to amend Chapter 33, to adopt Sections 33.80 through Section 33.89 establishing the Corinth Youth Advisory Council and prescribing the purpose, composition, functions, duties, accountability, and tenure of the Board and its members as set forth herein; and

**WHEREAS**, the City Council finds and determines that the provisions set forth herein support its goal of engaging the next generation of civic leaders and should, therefore, be adopted.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CORINTH, TEXAS**

**SECTION 1.**

**INCORPORATION OF PREMISES**

The above and foregoing recitals are found to be true and correct and are incorporated into the body of this Ordinance for all purposes.

**SECTION 2.**

**AMENDMENTS**

That Chapter 33 "Boards, Commissions and Departments" of Title III "Administration" of the Code of Ordinances of the City of Corinth, Texas is hereby amended to adopt a new Section entitled "Youth Advisory Council" to add new Sections 33.80 through 33.89 which shall be and read as follows:

## ***"YOUTH ADVISORY COUNCIL"***

### **§ 33.80 CREATION AND PURPOSE.**

(A) There is hereby created and established a youth advisory council (YAC) to be composed of fifteen (15) regular members. Such Council shall be officially designated as the youth advisory council of the City of Corinth, Texas.

(B) The YAC shall study, investigate, plan, implement, and advise the city of matters related to youth. The YAC will learn from city staff on the various aspects of city government. Specifically, the YAC is assigned with identifying areas for improvement related to youth, including developing programs and services that empower, support, and inform youth; that creates a family-friendly community, and that enables and encourages youth to be productive members of the community. The YAC shall serve as an advisory body to the city on all matters that relate to youth.

### **§ 33.81 RESPONSIBILITIES AND DUTIES.**

(A) The YAC shall have all the powers granted herein and shall perform all duties as provided herein.

(B) The YAC shall adopt rules and regulations for the conduct of its meetings and for defining in detail the responsibilities of its members, officers, and committees.

(C) The YAC shall work with the city council and city staff to develop and implement policies that focus on youth.

(D) The YAC shall advise the city council and city staff on important issues that relate to youth.

(E) The YAC shall facilitate the planning and organization of community events and meetings related to youth.

(F) The YAC shall build partnerships with individuals, groups, and organizations that impact both youth and families.

(G) The YAC shall partner with individuals, groups, and organizations in the planning and implementation of services, supports, and opportunities that impact both youth and families.

(H) The YAC shall carry out and implement other directives from the mayor, city council, and city staff.

### **§ 33.82 MEMBERSHIP.**

(A) The YAC shall consist of fifteen (15) voting members, who broadly represent the diversity of thought of Corinth. The fifteen (15) voting members shall be between the ages of fourteen (14) and eighteen (18). These members shall meet at least one (1) of the following qualifications:

- (1) Reside within the corporate boundaries of the City of Corinth: or
- (2) Attend a state-recognized school or homeschool within the corporate limits of the City of Corinth.

(B) The following may be ex-officio, non-voting members of the YAC: One (1) city staff member appointed by the city manager to serve as a staff liaison to the YAC.

### **§ 33.83 APPLICATION AND APPOINTMENT PROCESS.**

(A) Any interested individual who meets the qualifications set in section 33.82 may indicate interest in serving on the YAC by submitting the following information to the city staff liaison in city hall:

- (1) *Completed application.* Applications will be available at city hall and on the city website. Applications will also be distributed to the appropriate offices at all schools.
- (2) Applicants for initial appointment must submit one (1) letters of reference. This is not necessary for applicants who wish to be reappointed.
- (3) Applicants for initial appointment must submit a short essay describing the applicant's reasons for wanting to serve on the YAC. This is not necessary for applicants wishing to be reappointed.

(C) The staff liaison of the YAC will initially review all applications. Selected applications will be given to the city manager, or designee for review. City staff will make appointments.

### **§ 33.84 TERMS OF OFFICE.**

(A) All terms of office for all YAC members shall be one (1) year and will begin on August 1 and end May 31, with the option of applying for reappointment until the student has graduated from high school. Reappointments will be based on past participation in and commitment to YAC activities.

(B) The terms of ex-officio representatives shall be as follows: (1) The city staff member acting as liaison shall remain in that position for the duration of their employment with the city or until removed or replaced by the City Manager.

### **§ 33.85 PROCEDURAL RULES AND OPERATION.**

(A) At the first meeting after being sworn into office, the YAC shall elect officers to serve one (1) year terms. All are eligible for reelection to office during any subsequent reappointment to the YAC. Officers shall consist of the following:

- (1) **Chair:** The person elected by the members of the YAC, who is responsible for running meetings, assisting in the development of agenda items, and helping all officers with their duties.
- (2) **Vice-chair:** The person elected by the members of the YAC, who is responsible for running meetings when the Chair is not present and helping all officers with their duties.
- (3) **Secretary:** The person elected by the members of the YAC, who is responsible for taking minutes and making sure the YAC city staff liaison has the updated minutes.
- (4) **Historian:** The person elected by the members of the YAC, who is responsible for keeping track of the history of the YAC, including event documentation, photography, and website content submittal.

(B) The YAC shall adopt such rules and regulations governing procedures (bylaws), and will ensure that they are maintained.

- (C) The YAC shall meet once each month at a regularly established time and date. All meetings of the YAC shall be conducted consistent with the City of Corinth Charter and the City of Corinth Municipal Code. Committees of the YAC may meet at any time.
- (D) A quorum shall consist of a simple majority of members.
- (E) All YAC meetings and records shall be public subject to applicable state law.

**§ 33.86 ABSENCES.**

Any member who is unable to attend a meeting shall notify the staff liaison in advance of the meeting, stating the reason for his or her absence. YAC members are permitted three (3) unexcused absences from regular meetings. Excessive absences will cause a member's appointment to be reviewed by the YAC officers and ex-officio staff, with a potential presentation to the city manager, or designee for action to remove.

**§ 33.87 REMOVAL.**

Members of the YAC, other than the ex-officio representatives, may be removed by the city manager, or designee for inefficiency, excessive absence, or other neglect of duty.

**§ 33.88 VACANCIES.**

Vacancies occurring on the YAC, other than through the expiration of a term, shall be filled by appointment by city staff. The original applicant pool for that year's YAC should be the first source for such a replacement; otherwise, new applicants may be recruited.

**§ 33.89 FUNDING.**

All revenues derived from fundraising or other means associated with the YAC, which are under the direct control of the city, shall be maintained by the city and deposited to the appropriate fund for utilization in support of YAC related activities to the extent of citywide needs as determined by the city council during the annual budgeting of funds for all city departments.

**SECTION 3.**

**SEVERABILITY**

It is hereby declared by the City Council of the City of Corinth that if any of the sections, paragraphs, sentences, clauses, phrases, words, or provisions of this Ordinance should be declared unconstitutional or otherwise invalid for any reason, such event shall not affect any remaining sections, paragraphs, sentences, clauses, phrases, words, or provisions of this ordinance.

**SECTION 4.**

**CUMULATIVE REPEALER**

This Ordinance shall be cumulative of all provisions of all existing ordinances and resolutions and of the Code of Ordinances of the City of Corinth, Texas, as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such existing ordinances, resolutions, and code, in which event the conflicting provisions of such ordinances and Code are hereby repealed

**SECTION 5.**  
**EFFECTIVE DATE**

This Ordinance shall take effect immediately upon its passage and approval in accordance with state law and City Charter.

**PASSED AND APPROVED this 18 day of June, 2020**

\_\_\_\_\_  
Bill Heidemann, Mayor

ATTEST:

\_\_\_\_\_  
Lana Wylie, Interim City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Patricia A. Adams, City Attorney

# YOUTH ADVISORY COUNCIL

## Qualifications:

- Must be a resident of Corinth, aged 14-18 and in grades 9-12;
- Must have, and maintain a 3.0 GPA or any combination of extracurricular activities, employment positions, religious activities, athletics, or other organizations;
- Must commit to one (1) year of membership and active participation; **AND**
- Must be present at all meetings, unless an excused absence has been approved.

## **MEMBERSHIP APPLICATION**

Name (last, first): \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address that you check frequently: \_\_\_\_\_

School/Homeschool Attending: \_\_\_\_\_

Grade Level as of Current School Year (check one): 9<sup>th</sup>  10<sup>th</sup>  11<sup>th</sup>  12<sup>th</sup>

Age as of August 1 of this year: \_\_\_\_\_

Name of Parent / Legal Guardian: \_\_\_\_\_

Parent / Legal Guardian Telephone:(DAY) \_\_\_\_\_ (NIGHT) \_\_\_\_\_

Parent / E-mail Address: \_\_\_\_\_

Adult T-Shirt Size (check one): X-Small  Small  Medium  Large  X-Large

## ORGANIZATIONS & ACTIVITIES

Please list any school, volunteer, religious, social, athletic, or other activities or organizations in which you have participated during the past two years. Include any leadership roles in those organizations.

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## YOUTH ADVISORY COUNCIL QUESTIONNAIRE

1. Why are you interested in the Youth Advisory Council?

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2. What makes you unique to your peers?

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3. What do you expect to gain/learn from the Youth Advisory Council?

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**4. Do you have an interest in local government? Describe what aspects interest you.**

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**5. If money were no object, what are three things you would change about Corinth?**

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**6. Please list in the order of importance the top three things you love about Corinth.**

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## ATTENDANCE POLICY AGREEMENT

Regular attendance at meetings is paramount to this group's success. The following policy was approved by the Youth Advisory Council on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. Attendance will be taken at every meeting. Absences (both excused and unexcused) from regular monthly meetings will be used to determine your attendance record.

An absence will be considered **unexcused** if a member:

- Does not provide 24 hours' notice to the YAC Chair or staff liaison;
- Schedules work or another meeting during a regularly scheduled YAC meeting; **OR**
- Does not show up for (at least a portion of) any event the YAC is hosting or assisting with.

An absence will be considered **excused** if a member has a(n):

- Unavoidable medical appointment;
- Prior commitment that has been cleared by the Chair (i.e., family vacation); **OR**
- Emergency.

**The decision as to whether or not your absence is excused or unexcused is left to the discretion of the Youth Advisory Council Chair. Following two (2) unexcused absences, you will receive a written warning from the Chair and probationary member status. If another unexcused absence occurs, a discussion and vote will be held by your fellow Youth Advisory Council members regarding the status of your continued membership.**

This form is a statement that you and your guardian understand and are prepared to adhere to the attendance policy of the Youth Advisory Council as described above.

**YAC Member Name (Printed)**

**Parent / Legal Guardian Name (Printed)**

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**YAC Member Signature**

**Parent / Legal Guardian Signature**

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## **Youth Advisory Council Media/Advertisement plan**

June 2020:

- City Council approves the establishment of the Corinth Youth Advisory Council
- Staff meets with representatives from local high schools to discuss partnerships

July 2020:

- Applications go live via online and in-person packets
- Social media advertisements begin, utilizing Facebook, Twitter, Instagram, and Nextdoor to advertise the organization and applications
- Utilize PeachJar blasts to share info with parents in the school districts nearby
- Hold Interest meetings both virtually and socially distanced at City Hall
- Publish information about the organization in the monthly newsletter and separate News Release blast to the public
- Applications will be accepted through Friday, August 14.

August 2020:

- Applications will be reviewed by city staff
- Students will be invited to interview with staff liaison and city staff
- Accepted students will be informed of their position and will be given a schedule of meetings, with the first being Wednesday, September 2, 2020

## Funding for YAC

Total Requested: \$5,000

Funding Breakdown:

- TML Youth Advisory Council Summit
  - o The Youth Advisory Commission (YAC) Summit is an opportunity for cities, schools, and community youth groups to share their experiences of their programs and the positive impact that the programs have had locally. The summit is organized to promote a fun environment for youth and city leaders to learn from and work with each other. Adults and students will leave with a greater appreciation of their programs and new ideas to move their group forward in the coming years. This statewide event helps provide educational sessions for students to learn more about how they can make an impact within their YAC organization.
  - o Registration: \$75 per person
  - o Total \$525 for five students, and two staff liaisons
  - o Travel Expenses approximately \$750; i.e., hotel and gas
- Tshirts for students
  - o \$250 approximately for 25 T-shirts, used for promotion of the organization, designed by the students.
- Community Outreach
  - o \$500 towards participating in community outreach such as special events to gain exposure for the organization
- Special Project
  - o \$3000 approximately devoted to a special project created by the Youth Advisory Council. This may be a special event, a service project, a memorial act, etc. The purpose of these funds is to guide the students through processes in government and then encourage them to use them to fill a need in the community.

### Meeting Schedule/ Primary Topics

These topics are subject to change as the needs of the Youth Advisory Council change.

<b>Date</b>	<b>Topic</b>	<b>Guest</b>	<b>Activity</b>
September 2, 2020	Welcome/Procedures/Communications Position Discussion/Logo/Tshirt		Icebreaker, Graphics Activity
October 7, 2020	Government Procedures/Management Broadband Study Updates	City Manager Bob Hart	Robert's Rules of Order Game
November 4, 2020	Public Safety	Police Chief Jerry Garner, Fire Chief Michael Ross	Tour of PSF Building
December 2, 2020	YAC Special Project Discussion/Brainstorm Session		What would you do? Game
January 6, 2021	Economic Development/ Growth in Corinth	Director of EDC Jason Alexander	5 years, 10 years, 20 years game
February 3, 2021	Planning/Engineering Department	Director of Planning Helen- Eve Beadle	Building Process Activity
March 3, 2021	City Services- Finance, UB, Court	Director of Finance Lee Ann Bunselmeyer	Water Conservation/Recycling do you know?
April 7, 2021	Public Works/Parks and Recreation	Director of Public Works Cody Collier	Dream Park to Real Park Project
May 5, 2021	Human Resources/City Admin	Director of HR, Guadalupe Ruiz, City Secretary	7 Hats