

**Village of The Hills  
Youth Advisory Commission  
Charter  
Proposed to the Board of Aldermen  
June 13, 2017**

**PURPOSE**

The Village of The Hills has created a Youth Advisory Commission (hereafter YAC) to provide a direct voice of high school students to the City Council regarding programs and matters that are specific to teenagers in the community. In addition, the YAC will develop recommendations and assist with the execution of those recommendations once they are approved by the City Council.

**DUTIES OF THE YAC**

The YAC will explore and make recommendations on the following:

- Developing future leaders and how to lead groups
- Creating community service opportunities
- Exposing students to city management
- Creating a better understanding of age specific needs and concerns
- Developing a broader base of communication within the community
- Supporting a broader base of support for community activities
- Promoting youth employment opportunities
- Creating events specifically aimed at teenagers
- Designing methods of welcoming new students to the community
- Creating events designed to be equally attractive to youth and adults

... and performing such other reasonable tasks as may be assigned by the City Council.

**ORGANIZATION**

The YAC is composed of eight (8) to sixteen (16) residents who are in grades 9 through 12. Each grade should have at least two (2) members on the YAC. Commissioners will be appointed by the City Council. Terms will begin September 1<sup>st</sup> of any given year. Terms will be for a maximum of two (2) years and a member may be reappointed. A term will automatically end on August 31<sup>st</sup> following a Commissioner's graduation from high school.

**FINANCES**

The YAC is funded by The Village of The Hills within an annual budget approved by the City Council. The YAC may also generate revenue from fees charged for specific events and/or from sponsorships for events or programs. The YAC Treasurer will confer monthly with the City Council Treasurer and the City Bookkeeper and report the status of the budget to the YAC at their monthly meeting.

**OFFICERS**

The YAC will have four (4) officers. They are: Chair, Vice Chair, Secretary and Treasurer. Each officer will be elected by a majority vote of the Commissioners and serve a one (1) year term. An officer may be re-elected once for the same position.

## **OFFICER DUTIES**

The YAC Chair shall preside over all meetings and may vote. If the Chair is not available to act, the Vice Chair shall perform the duties of the Chair. If the Chair and Vice Chair are unable to act, any Commissioner may be appointed by the Commission to preside over the meeting. The Secretary take minutes of all meetings and once they are approved by the YAC, file a signed copy with the City Secretary. The Treasurer will work with the City Accountant and report the financial status of the YAC at regular meetings. The Treasurer, Chair and Vice Chair will prepare an annual budget for YAC approval. The budget must then be approved by the City Council.

## **COMMITTEES AND LIAISONS**

The YAC will appoint subcommittees to create, manage and execute programs and projects on behalf of the YAC. The approval of such programs and projects are subject to a majority vote of the YAC and where necessary, the City Council.

The City Council will appoint one of its members to be the liaison to the YAC. As such, that member will bring forth any recommendations, actions or other business from the YAC to the City Council. The YAC is also be supported by a member of the city staff to help execute any YAC actions.

## **INITIAL YAC COMMISSIONERS**

The initial candidates for the YAC will be students who have worked on the development of the Commission. They will all be proposed to the City Council for two-year terms, except for those who will be high school seniors. Other Commissioners may be appointed by the City Council throughout the year up to the sixteen (16) YAC member maximum.

## **REMOVAL OF COMMISSIONERS**

The City Council may by majority vote remove a Commissioner. Any Commissioner who no longer resides in the Village of The Hills is deemed to have automatically vacated their position on the Commission.

## **MEETINGS**

YAC meetings are subject to the Texas Open Meetings Act. The YAC shall conduct regular meetings once a month at a time and place determined by the YAC. Special meetings may be called by the YAC Chair, at least four (4) Commissioners, or the Mayor of the Village of The Hills. A majority of the YAC shall constitute a quorum. The YAC may determine the rules of its proceedings.

## **PROPER NOTICES AND OPEN MEETINGS**

Notice of regular and special meetings of the YAC shall be posted at least three (3) days in advance of the meeting. The notice shall include the time, place and purpose of the meeting as required by the Open Meetings Act.