

Guidelines for the City of Apopka Youth Advisory Board

A. *Establishment.* The Youth Advisory Board is hereby created as a community youth board to create, review, recommend and implement strategies and projects to engage the youth within the community based upon the following mission statement:

Mission Statement of the Community Youth Advisory Board: “The mission of the Youth Advisory Board is to represent the youth of Apopka by acting as a voice for current youth concerns and to advise the City of Apopka on all future issues that impact our youth. The Youth Advisory Board will also initiate projects that will engage the youth in our community in taking an active role in civic life and public decision making processes.”

B. *Membership and offices:*

1. The committee shall have seventeen (17) voting members and five (5) non-voting members selected by submittal of application, teacher recommendation and approval by current board members.
2. All members shall be students within the Apopka schools in Orange County, Florida
3. Voting board members shall be from grade nine (freshman) to grade 12 (senior) in high school. Non-voting board members shall be in grades seven to grade 8 (middle school)
4. The board shall consist of no less than 2 freshman, 2 sophomores, 2 juniors and 2 seniors at anytime if applicants are available and approved by the board. If positions cannot be filled according to said order, open positions will be filled at large. The remaining positions shall be at-large positions to be filled upon vacancy or expiration of member term.
5. Each member shall be appointed for a two-year term; except those students in grade 12, who shall be appointed for 1 one-year term.
6. Board members shall serve a maximum of 2 consecutive terms.
7. When a position becomes vacant before the end of the term, the board shall appoint a substitute member to fill the vacancy for the duration of the vacated term. A member whose term expires may continue to serve until a successor is appointed and qualified.
8. Applications for new board members will be accepted at the first meeting of each new school year. Current board members will review all applications and interview applicants.
9. Upon completion of interviews, current board members will select new members.
10. Members may be removed without notice and without assignment of cause by a majority vote of the city council.
11. The members of the board shall annually elect a chairman, vice-chairman, secretary and treasurer from the members, and may create and fill other offices as the board deems needed.
12. Board members must serve a minimum of 1 (one) year before they are eligible to be elected as the chairman or vice-chairman of the board.

13. The board shall create whatever subcommittees it deems needed to carry out the purposes of the board.
14. The chairman of the board shall annually appoint the membership of each.
15. Members shall not be compensated, but may be paid for travel and other expenses incurred on board business under procedures prescribed in advance by the city council.
16. The city shall provide administrative and clerical support to the board as may be reasonably required to complete the functions of the board.
17. Members are required to give 24-hour notice of any absences for such absence to be considered excused by the board, with the exception of an emergency, illness (own or family) or a death in the family.
18. Members are required to submit in writing the reason for their absence. The written notice is due by the date of the meeting that will be missed and can be submitted via email to the board chairman or the government advisor or a hard copy delivered to city hall.
19. Upon receipt of the written notice, the remaining board members will determine if the reason for absence is acceptable and considered excused. If the board determines the reason for the absence is NOT acceptable, the absence will not be excused.
20. If a letter is not received by the date of the meeting, the absence will automatically be considered unexcused.
21. If any member fails to attend 2 (two) successive meetings without cause and without prior consent of the chairman(excused or unexcused absences), the board shall formally consider the status of said board position at the next meeting immediately following the second consecutive unexcused absence.
22. If it is the determination of the board that the membership status of the absent board member should be revoked, said member will be asked to vacate their position immediately.
23. Members are required to attend a minimum of 20 regular meetings/calendar year and serve two (2) hours of community service/month for the Youth Advisory Board to be considered an active board member.
24. Only active board members are eligible to receive a letter of recommendation from the government advisor for the purpose of earning scholarships and/or awards.

C. Board procedures:

1. The board shall meet at least once/month, generally on the third Wednesday at 2:00 pm. Or more often at the chairman or mayor's request.
2. The board shall keep minutes of its proceedings, indicating the attendance of each member, guests, and decisions made.
3. Nine members *must* be present or a majority of current board members with one city representative to constitute a quorum.

4. The chairman shall be responsible for conducting the meeting and shall be a voting member of the Board. In the event of a tie, the chairman shall be the deciding vote.
5. Upon the absence of the Chairman, the Vice-Chairman shall be responsible for conducting the meeting and perform all duties of the Chairman.
6. Each decision of the board must be approved by a majority vote of the members present at a meeting in which a quorum is in attendance and voting.

D. General functions, powers and duties:

1. The board shall, through the finance department prepare and submit an annual budget to be incorporated within the overall budget for the City of Apopka to be adopted by the city council.
2. The board shall make recommendations to the city council on the establishment of youth oriented activities and projects.
3. Upon approval and adoption of said projects and/or activities, the board shall engage the youth and adults in the community to implement approved projects.
4. The board shall keep the council and the general public informed and advised on the development of projects and activities for the youth in the Apopka community.
5. Each year, the board shall make a presentation to the city council outlining programs implemented and the success of said programs.

E. Legal representation:

1. The city council shall appoint legal counsel to represent the Youth Advisory Board.

F. Conflict of Interest:

1. Conflict of interest provisions shall apply to members of the Youth Advisory Board pursuant to Florida Statute. (Ord. No. 1228, s 1, 12-1-99)