

CITY COUNCIL POLICY

NUMBER: 54A

DATE ADOPTED: July 18, 2023

AMENDED:

SUBJECT: Youth Advisory Committee

POLICY:

MISSION STATEMENT

The mission of the Youth Advisory Committee is to advocate for the needs of the youth by elevating youth voices to improve their overall well-being and allow the youth to engage with the inner workings of local government.

FUNCTION

In the Youth Advisory Committee, student Committee members will:

- Learn about and become involved with local government. Not only will they take part in City work, but they will also help improve the quality of life for the youth community in the City of Rancho Palos Verdes. Committee members will receive feedback from their peers and use this information to recommend solutions to rising issues.
- Learn about the inner workings of local government and will receive guidance and a new understanding of how the City's goals are developed and implemented.
- Receive feedback from the youth community to improve the quality of life for children and teenagers.
- Help to inform the youth community about ongoing events, programs, and other activities within the City of Rancho Palos Verdes.
- Help provide the youth with the opportunity to voice their opinions and propose issues within the city or any area they may have.
- Assist with City projects or planning of City events.

MEMBERSHIP

Participants must have written parental consent.

The Committee will have 13 members who are a part of the Rancho Palos Verdes Community, meaning that these students must live within the city of Rancho Palos Verdes.

Members may range in grade from 7th to 12th grade. Students may serve terms of different length based on their grade level. Students may not serve more than two terms regardless of other term conditions, and when there is a vacancy in the committee, a new committee member will be appointed to fill that absence.

Students in 7th and 9th-11th grade will serve terms that are two years in length. 8th and 12th grade students will serve terms that are one year in length. Students may serve a total of two terms regardless of grade and term length.

Terms may be renewed at the end of one's term. Returning members may not serve more than two consecutive terms.

Members must attend meetings and participate in activities and events that are hosted or organized by the Committee.

Committee members that acquire two or more absences throughout a single term may be terminated from the Committee at the discretion of the Council subcommittee. Consideration may be made to return at a later time to complete the term.

Whenever a vacancy occurs, the Council subcommittee shall fill the vacancy for the remainder of the term.

COMMITTEE MEMBER SELECTION

Committee members will be selected by the City Council for showing previous participation in their community and other related activities. These selected Committee members must plan to serve at least one 1-year term.

The City Council will elect a Chair and Vice Chair that will lead the committee for the following term. The selected Chair and Vice Chair will have specific leadership roles and responsibilities.

The Chair and Vice Chair must serve at least one year on the Committee before being selected for the role with exception of the first year of the Committee.

If either the Chair or Vice Chair vacates their seat at any point throughout a term, the subcommittee can elect another Committee member to fill that position for the remainder of the term.

Committee members must actively participate in the Committee meetings.

STAFF LIAISON

One senior member of City staff shall be appointed by the City Manager as the YAC's Staff Liaison, and they or their designee must be present at all meetings.

The meeting agendas and minutes will be prepared by the Staff Liaison prior to the meeting date, with input from the Committee Chair and the Council subcommittee.

MEETINGS AND AGENDAS

The Youth Advisory Committee will hold meetings as deemed appropriate throughout the duration of the school year and will be on hiatus during the summer break. All meeting agendas will be provided to the Committee members and anyone in attendance.

Meetings will be held at the City of Rancho Palos Verdes Ken Dyda Civic Center in the Community Room. Should the location change, appropriate notifications and postings will occur. These meetings will last for approximately one hour.

- a. All meetings shall be open and public, and all persons shall be permitted to attend any meeting, and they may not be recorded.
- b. Meeting timeframes will be established with the staff liaison that best fits the schedule of students.
- c. A quorum is formed when more than half of the Committee members are present.
- d. No business may be conducted unless a quorum of members is present at a meeting.
- e. A written agenda must be prepared for each regular or adjourned regular meeting of each legislative body.
- f. Action or discussion on any item not appearing on the posted agenda is generally prohibited.
- g. The agenda must be posted within 72 hours of the meeting time.
- h. There must be a brief description that is sufficient to inform the public about the nature of each item on the agenda.
- i. Committee members will take suggestions for topics or activities that may come up during a "future agenda items" item on the agenda. They may also obtain suggestions from anyone in the youth community and bring up the suggestions on their behalf during that item.
- j. Emails and text messages by Committee members regarding Committee business may be subject to public disclosure under the California Public Records Act.
- k. A majority of Committee members shall not discuss Committee matters outside of the meetings.
- l. No Committee member shall respond to, comment on, or share any other Committee member's social media post relating to Committee business.

WORKPLAN

The committee will cooperate with city staff liaison to prepare an annual work plan that will be presented to City Council for approval. The work plan shall include a review of the Committee's goals, activity feedback, project progress, and results from events hosted by the Committee. Throughout the year, there will be two check-ins to discuss with City Council the progress that the Committee has made throughout that period.

CITY COUNCIL SUBCOMMITTEE

The City Council subcommittee will consist of two City Council members. The subcommittee will oversee the Committee application review and interviewing process. The subcommittee will have the final decision in selecting those that will be accepted into the committee.

COMPENSATION

Students will not receive paid compensation for their participation in the Youth Advisory Committee. This is a volunteer program.

Students may use this program to receive volunteer service hours based on their amount of participation in the Youth Advisory Committee.

CODE OF CONDUCT

Because the Youth Advisory Council's members are minors, individuals who attend meetings will be required to avoid foul language and personal attacks. Respectful discourse, including disagreement, are encouraged.