

MUNICIPALITY OF MONROEVILLE
ALLEGHENY COUNTY, PENNSYLVANIA

RESOLUTION NO. 02-55

A RESOLUTION OF THE MUNICIPALITY OF MONROEVILLE
CREATING A MONROEVILLE YOUTH ADVISORY BOARD,
ADOPTING THE MONROEVILLE YOUTH BOARD RULES OF
PROCEDURE, AND THE MONROEVILLE YOUTH ADVISORY
BOARD, YOUTH APPLICATION FOR SELECTION TO THE BOARD

WHEREAS, the Municipality of Monroeville desires to provide teenage youth an opportunity to make a positive impact in their community; and


WHEREAS, the Monroeville Youth Advisory Board shall act in an advisory capacity to the Monroeville Mayor and Council, the Gateway School Board, the Recreation, Parks, and Human Services Department, and its Advisory Board, and the Monroeville Area Chamber of Commerce on matters pertaining to Monroeville youth; and

WHEREAS, a committee composed on Recreation and Parks Advisory Board members and staff have studied, reviewed, and recommended a structure with procedures and rules to govern the operation of the Monroeville Youth Advisory Board after input from the youth of the community; and

WHEREAS, the Municipality of Monroeville wishes to foster and channel cooperation, coordination, and communication between teens and all other segments of the community.

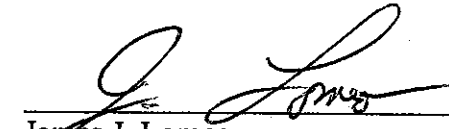
NOW, THEREFORE, BE IT RESOLVED, in Council assembled as follows that the Monroeville Youth Advisory Board is created and the Rules of Procedure and Youth Application are adopted and attached hereto and made a part hereof as the operating regulations for the Monroeville Youth Advisory Board.

ATTEST:



Marshall W. Bond
Municipal Manager

MUNICIPALITY OF MONROEVILLE



James J. Lomeo
Mayor

ENTERED INTO LEGAL BOOK: June 21, 2002

**YOUTH ADVISORY BOARD
RULES OF PROCEDURE**

Article I Name

1. The name of this Board shall be the "Youth Advisory Board."
2. The address of this Board shall be c/o Youth Advisory Board, Monroeville Municipal Center, 2700 Monroeville Blvd., Monroeville, PA 15146.

Article II Purpose

The purpose of the Youth Advisory Board is to provide teens an opportunity to make a positive impact in their community. The objectives of the Youth Advisory Board shall further be as follows:

- A. Study problems, issues, activities and concerns of youth.
- B. Identify and advocate for the needs of youth in our community.
- C. Advise on issues that affect youth in our community.
- D. Provide a channel for cooperation, coordination and communication between teens and all other segments of our community.

Article III Duties

The Youth Advisory Board shall:

1. Act in an advisory capacity to the Monroeville Municipal Council, Gateway School Board, Monroeville Recreation, Parks and Human Services Department and it's Advisory Board, Gateway School District Administration, and the Monroeville Chamber of Commerce Board of Directors, on matters pertaining to youth.
2. Conduct forums on health, safety, recreation, employment, school and social issues.
3. Recommend new programs, initiatives and resources for youth.
4. Review those matters referred to it by the groups specified in Article III-1 and, as appropriate, make recommendations on those matters.
5. Enlist the cooperation of all segments of the community in being more responsive to the needs of youth in the community.
6. Serve as a resource for recruiting youth involvement in community projects and events.
7. Solicit sponsors or donations, or otherwise raise funds for events or activities planned by the Youth Advisory Board.
8. Keep accurate records of income and expenses.
9. Prepare and submit an annual report to the community groups specified in Article III-1, summarizing the activities of the Youth Advisory Board, matters of concern to youth, and an annual financial statement, by May 31st of each year.

10. Adhere to the Rules of Procedure as written, and review and recommend changes as necessary.

Article IV Membership

There shall be two classes of membership in the Youth Advisory Board: Youth and Adult.

1. Youth Membership shall consist of at least eleven, and no more than twenty-one members, authorized to vote in all matters and representing a diverse cross section of Monroeville and Gateway School District youth in grades seven through nine. Each grade shall be represented by at least three, and no more than seven, members. At least two members shall attend private or home schools.

A. Appointment

- 1) Appointments shall be made twice a year, once in July, and once in January.
- 2) Candidates for Youth Membership shall be required to submit a formal application by April 30th, for July appointment, and by October 31st for January appointment, to fill Youth Advisory Board vacancies.
- 3) Vacancies in Youth Membership shall be filled by a majority vote. A quorum of the appointed Youth Members shall be required for a membership vote, in addition to a quorum of the appointed Adult Members. All votes are of equal weight.
- 4) Appointments shall be made for a two-year term. Youth Members may serve two consecutive terms, but for a period no longer than three years, as a voting member.
- 5) Appointments shall be made fairly and impartially, and in a manner that insures a diverse cross section of Monroeville youth is represented.
- 6) All Youth Members shall serve without compensation.

B. Eligibility

Youth Members of the Youth Advisory Board shall meet all eligibility requirements upon application for appointment and continuously throughout their term. Youth Members shall:

- 1) Attend Gateway School District or reside in Monroeville and attend a public, private, or home-school program; and be in grades seven through nine. For purposes of this Board, each school year begins July 1st and ends June 30th. All 9th graders appointed to the Youth Advisory Board, must vacate their voting position upon their advancement to 10th grade, June 30th, but may continue service to the Youth Advisory Board in a non-voting capacity for a period no longer than one year.
- 2) Meet the minimum attendance requirements at the school they attend and maintain a minimum 2.0 Grade Point Average each semester.

- 3) Meet minimum attendance requirements at Youth Advisory Board Meetings and events as specified in Article VII-4
2. Adult Membership shall consist of 5 members each representing and chosen by, one of the five groups specified in Article III-1. Adult members shall only have voting rights in the appointment of membership, removal of officers and the amendment of these Rules of Procedure.
 - A. Appointment
 - 1) Appointments shall be made annually, for a one-year term, with no restriction on the number of terms served.
 - 2) Adult Members shall serve without compensation.
 - B. Eligibility

Adult Members of the Youth Advisory Board shall meet all eligibility requirements throughout their term. Adult members shall:

 - 1) Reside in Monroeville, except for the liaisons from the Gateway School Board and the Monroeville Chamber of Commerce Board of Directors, who may reside outside of Monroeville.
 - 2) Maintain their position in the group in Article III-1, which appointed them. Adult members who cease to be members of the bodies they represent, must vacate their Adult Membership position, but may continue service to the Youth Advisory Board in a non-voting capacity.
 - 3) Meet minimum attendance requirements at Youth Advisory Board meetings as specified in Article VII-4.

Article V Officers

The officers of the Youth Advisory Board shall be the President, President-Elect, Secretary and Treasurer. All officers shall be voting members of the Board and shall be elected for a one-year term, with the exception of the President-Elect who shall serve a one year term in that office, followed by a one year term as President.

1. Election
 - A. All officers shall be elected in April, prior to the expiration of their current term on June 30th, to allow for transition..
 - B. All Officers shall be elected by a majority quorum vote of the Youth membership.
 - C. In the case of an officer vacancy before term end, nominations and election for the vacated position shall follow at the next regular meeting. The term of the newly elected officer will end June 30th.
 - D. Officers may serve consecutive terms in office.
 - E. The office of President-Elect shall not be filled by a student in 9th grade.

2. Duties

A. The President shall

- Set the agenda and preside at all regular and special meetings.
- Serve as the official spokesperson for the Youth Advisory Board.
- Establish all standing and ad-hoc committees as required to carry out the functions and purposes of the Youth Advisory Board.
- Sign official reports or communication from the Youth Advisory Board.
- Prepare the annual report

B. The President-Elect shall

- Assist President in planning regular and special meetings
- Perform all the functions in the absence of the President
- Notify Youth and Adult members who fail to comply with minimum attendance standards

C. The Secretary shall

- Keep all meeting attendance and minutes
- Maintain a record of member participation at Youth Advisory Board sponsored events
- Maintain a record of all correspondence
- Maintain and execute phone trees
- Maintain Youth Advisory Board Member address and email lists

D. Treasurer

- Keep records of all financial matters, under the supervision and authority of the Recreation, Parks and Human Services Department Advisor, designated by the Municipality of Monroeville.
- Develop a budget in coordination with other Youth Advisory Board members and the Recreation, Parks and Human Services Department Advisor.
- Prepare financial statements for inclusion in the annual report.
- Arrange for the necessary deposit and disbursement of funds under the supervision and signature authority of the Recreation, Parks and Human Services Department Advisor, designated by the Municipality of Monroeville.

3. Resignations

A. An officer may voluntarily resign from office at any time for any reason.

B. A motion may be made to vote for the removal of an officer from an elected position, if it can be shown there is a serious and just cause for removal. The motion shall clearly state cause, and the officer shall be given the opportunity to respond to the motion, before it is put to a vote.

C. Any one of the following reasons justify cause for removal from office, if it can be proven that the officer:

- 1) No longer meets the eligibility requirements for Youth membership
- 2) Does not meet attendance requirements at meetings and events as specified in Article VII-4.
- 3) Is negligent in the execution of the duties of the office

- 4) Displays a serious and grievous disregard of the principles of the Youth Advisory Board
 - 5) Is guilty of illegal behavior
- D. A quorum of the appointed Youth Members shall be required to vote for removal of office, in addition to a quorum of the appointed Adult Members. All votes are of equal weight. An officer shall be removed from elected position only by a two-thirds majority vote.

Article VI Committees

1. Standing Committees

- A. Standing Committees shall serve the Youth Advisory Board continuously throughout the life of the Board. The Youth Advisory Board shall determine the number and purpose of all Standing Committees.
- B. A Youth Member shall be eligible to chair or co-chair, no more than one Standing Committee annually. Officers shall not chair or co-chair a Standing Committee.
- C. A quorum shall be required to elect a Standing Committee Chair. Election shall be made by majority vote, for a term of one year.
- D. A Standing Committee Chair may serve as the chair of the same Standing Committee for no longer than two consecutive terms.
- E. Each Standing Committee shall be advised by at least one Adult Member of the Youth Advisory Board, from one of the five groups specified in Article III-1.
- F. The Standing Committee Chair shall determine the number of openings on the committee and shall recruit members to fill those openings from the Youth Advisory Board.

2. Ad-hoc Committees

- A. Ad-hoc committees shall be formed to fulfill the duties and objectives of the Youth Advisory Board, and shall be created by the authority of the Board President.
- B. Any Advisory Board youth member may chair or co-chair an Ad-hoc Committee, even while simultaneously holding an elected officer position, or chairing a Standing Committee. The Youth Advisory Board President shall appoint the Ad-hoc Committee Chair.
- C. The Ad-hoc Committee Chair shall determine the number of openings on the committee and shall recruit to fill those openings from members of the Youth Advisory Board or other interested non-members.

Article VII Meetings

- 1 All regular meetings are open to the public and reasonable opportunity shall be given to the public to present opinions, concerns and proposals before the Youth Advisory Board. Effort shall be made to limit regular meetings to no more than two hours.
- 2 Regular Youth Advisory Board meetings shall be held at least once a month, ten months of each year. The meeting schedule for the year shall be set at the first regular Youth Advisory Board meeting in July. At least seven days notice shall be given when changing the date of a scheduled regular meeting.
- 3 At least seven days notice shall be given, in the event a special meeting is scheduled by the Board President.
- 4 Attendance Policy

Youth Advisory Board Members demonstrate commitment to the Board by regular attendance at meetings and events.

 - A. Youth and Adult Members shall miss no more than four regular meetings annually.
 - B. Youth Members shall be required to participate in at least one half of the events sponsored by the Youth Advisory Board annually. Adult members shall be required to participate in at least one event sponsored by the Youth Advisory Board annually.
 - C. There are no minimum attendance standards for special meetings, Standing Committee Meetings or Ad-hoc Committee meetings.
 - D. A written notice shall be sent to the member after three absences have occurred, or if attendance minimums for Youth Advisory Board sponsored events have not been met.
 - E. Written notification shall be sent to the member when it has been determined attendance standards have not been met
- 5 A majority of the Adult and Youth members appointed shall constitute a quorum for the transaction of business. In the event that there is no quorum, any decisions, which are made by those assembled, shall be regarded as informal and non-binding.
- 6 Vote by proxy is prohibited. However, votes may be registered in advance in writing, or by telephone call, if a member is unable to attend a meeting for any reason.
- 7 Regular Meetings shall follow the following format or may be altered at the discretion of the Board President.
 - A. Call to Order
 - B. Roll Call
 - C. Approval of Last Meeting Minutes
 - D. Membership Appointments
 - E. Officer Reports
 - F. Standing Committee Reports

- G. Old Business
- H. New Business
- I. Items from the Floor

- 8 All questions of order and procedure, which are not provided for in these Rules of Procedure, shall be resolved according to the provisions of Robert's Rules of Order.

Article VIII Discrimination

The Youth Advisory Board shall not discriminate in any manner, against any person, by reasons of race, color, sex, sexual orientation, handicap, national origin or religious or political affiliations.

Article IX Rules of Procedure Amendments

These Rules of Procedure shall be amended by a two-thirds majority vote of the currently appointed Youth Advisory Board Youth and Adult voting members, at any meeting, provided the proposed amendment is stated in such language that it may be incorporated directly into the Rules of Procedure and notification has been given to all voting members a minimum of one month in advance.

Municipality of Monroeville and Gateway School District

YOUTH ADVISORY BOARD

Youth Application

Please type or print clearly. Return application by 6-15-02 to: Mr. John Balicki, Director
Monroeville Recreation, Parks, & Human Services
2700 Monroeville Boulevard
Monroeville, PA 15146
(412) 856-1006

Applicants must meet the following minimum criteria:

- 1. Meet the minimum attendance requirements at the school they attend and maintain a minimum 2.0 Grade Point Average each semester
2. Is able to provide own transportation to & from meetings.
3. Reside in Monroeville OR attend Gateway School District and be in grades seven through nine. For purposes of this Board, each school year begins July 1 and ends June 30. Appointments are for a two-year term.

Form with fields: Name, Age, School, Grade, Address, City, Zip, Telephone, Municipal Ward No., Race or Ethnic Background, Gender M/F, Please check which applies to you (I initiated my own involvement in this project, I was asked to apply for this position), If recruited for this position, by whom? (Name, Organization, Position), Why do you want to serve on the Youth Advisory Board? Please write a 150-word (minimum) essay.

What are the three most important issues to you, your friends, and family in your neighborhood?

1.

2.

3.

Select one of your issues and briefly explain how you, government agencies, and residents can address this concern effectively.

Please list any other activities you will be involved in during the school year (include employment, sports, community, school, and church groups).

What personal skills and characteristics do you possess that would make you a good representative?

Please attach two letters of reference from at least one teacher and one non-relative. List them below, including a method of contact.

| Name | Position | Contact Information |
|------|----------|---------------------|
| 1. | | |
| 2. | | |

Student signature

I have read, understand, and meet the minimum requirements for the Youth Advisory Board. I also know the importance of teamwork and cooperation.

Student Signature: _____ Date: _____

Parent/Legal Guardian's Permission

I give my permission for _____ to seek the position of representative to the Youth Advisory Board.
(Student's Name)

Parent/Guardian Signature _____ Date _____

Telephone number in case of emergency: _____

Name of emergency contact and relationship to youth: _____