

## **MAYOR'S YOUTH ADVISORY COUNCIL**

The Mayor's Youth Advisory Council (MYAC) is a collaboration between the City of Clayton and the Clayton School District. The program is designed to encourage high school students to become active in the community by participating in local government, and build a greater capacity for civic participation.

### **PURPOSES:**

1. To provide an opportunity for the youth of the City of Clayton to acquire a greater knowledge of and appreciation for the American political system through active participation in that system.
2. To help the Mayor and Board of Aldermen hear the perspective of students by working directly with the representatives of the youth.
3. To serve the youth of the City of Clayton by:
  - Participating in city boards and commissions
  - Encouraging the development of future community leaders
  - Promoting community pride and personal self-esteem

### **DUTIES AND RESPONSIBILITIES OF THE MYAC**

The MYAC is advisory-only in nature, charged with evaluating assigned issues, and submitting recommendations to the City of Clayton Mayor and Board of Aldermen and others. The MYAC shall include a Youth Mayor, Youth Mayor Pro Tempore, and Secretary, all elected annually from among its members. The City of Clayton Mayor or designee shall serve as an advisor. The City Manager may designate a staff liaison or coordinator to the MYAC. The MYAC consists of eight youth regular members, one City of Clayton sponsor, one Clayton High School adult sponsor, and up to three alternate members.

Terms of office shall be a minimum of two years for the adult sponsors and a one year term for the youth members. An application process shall be in place to choose new youth members. A selection committee shall consist of the Mayor, the City of Clayton sponsor/advisor, and the adult CHS sponsor/advisor.

### **COMMITTEE ASSIGNMENTS**

The MYAC will have eight permanent committee liaisons to standing city committees and will participate in committee business as ex-officio members. Committee

participation shall be limited to two one-year terms. Committee assignments include, but are not limited to, the following:

1. Board of Alderman
2. Sustainability Action Commission
3. Parks & Recreation Commission
4. CRSWC
5. Plan/ARB Commission
6. Commemorative Landscape Taskforce
7. Clayton Community Foundation
8. Community Equity Commission

All recommendations are advisory and the MYAC advisor, the City of Clayton Mayor, and the Board of Aldermen, must approve all projects and activities.

### **SELECTION PROCESS FOR MYAC**

1. Submit application and supporting documentation to the City of Clayton.
2. Applications are reviewed by MYAC advisors.
3. Recommendations are presented to the City of Clayton Mayor.
4. Applications for the position of Council member will be solicited and accepted between May 1 and May 31.
5. All positions for MYAC members shall be chosen by July 15.

### **QUALIFICATIONS TO SERVE ON MAYOR'S YOUTH ADVISORY COUNCIL**

1. Must be a resident of the City of Clayton attending Clayton High School or a private school or a non-resident attending Clayton High School.
2. Must be entering the 11th or 12th grade. Terms are for one year. Students may reapply for second year if they are currently a junior.
3. Must maintain good citizenship.
4. Must demonstrate community interest and a willingness to serve the youth and community of the City of Clayton.

### **REQUIREMENTS TO REMAIN ON THE MYAC**

1. Council members are allowed two (2) excused absences for MYAC meetings and (2) excused absences from committee meetings.  
Excused absences include illness or family emergencies. A parent note is required for the absence to be excused.
2. Out of respect for Clayton staff and advisors, council members are required to RSVP to the community sponsor/advisor no less than 24 hours prior to a meeting.

3. Council members must present and submit recommendations for their city committee to MYAC, their city committee, and the Mayor before the last MYAC meeting of the year (May BOA meeting).
4. Must fulfill other responsibilities as defined by the MYAC.
5. Must set a good example for the youth of the community.
6. Must attend the annual orientation program to be conducted by the Mayor and MYAC Advisors.

NOTE: MYAC members can be removed from office upon violation of one or more of the above criteria and by a majority vote of the MYAC or may be placed on probation for a period recommended by the Youth Mayor and approved by the Youth Council. Individuals removed from the MYAC have 10 days in which to submit a written appeal. The adult sponsors and the Mayor have 10 days to review the appeal and provide a response.

#### **LIMITATIONS ON THE MYAC AUTHORITY**

1. The MYAC must have order to conduct business. A quorum is one more than half.
2. The agendas of all MYAC meetings are to be posted publicly at least 24 hours in advance of each meeting.
3. All activities are to be coordinated with the MYAC Advisor and the City of Clayton Mayor.

#### **TERMS**

1. Terms of the MYAC and committee liaisons will be concurrent with the school year. (Actual term being from September 1 to August 31st.)
2. If a MYAC member has previously been removed for cause, they may apply the next year. If chosen as a member they will be placed on an automatic probation period of 90 days.
3. The MYAC Mayor will be chosen from the position of MYAC member by the currently serving MYAC members, by a majority vote. (In case of a tie, the MYAC advisor will vote.) Qualifications to be MYAC Mayor are:
  - 1.) Serve on the MYAC for one year
  - 2.) Meet the qualifications for service on the MYAC
  - 3.) Maintain requirements to remain on the MYAC

Any vacancy on the MYAC, either by removal or by resignation, shall be filled by the alternate members or remain vacant and filled the following year.

### **SWEARING IN**

Swearing in of the MYAC members shall take place in September or, in the case of replacement members, the first Board of Aldermen meeting after appointment.

### **MYAC ADVISOR**

The MYAC shall have at least one advisor appointed by the Mayor and Board of Aldermen and one by Clayton High School. The advisors will attend MYAC meetings and become involved, in the advisory role only, in all MYAC activities. The advisor appointed by the Mayor and Board of Alderman shall be a resident of the City of Clayton. This would not apply to the advisor appointed by Clayton High School.