



City of North Port

ORDINANCE NO. 2017-15

AN ORDINANCE OF THE CITY OF NORTH PORT CREATING AN ADVISORY BOARD TO BE KNOWN AS THE “NORTH PORT YOUTH COUNCIL” AND SETTING FORTH MEMBERSHIP REQUIREMENTS AND POWERS AND DUTIES OF SUCH BOARD

Whereas, the City of North Port (hereinafter referred to as the “City”) desires to involve young people within the community to discuss issues which are important to the youth of our City and to advise the City Council on such issues; and

Whereas, the City desires to create an Advisory Board to be known as the North Port Youth Council to facilitate the involvement of the young people of the community in the government process, so as to receive a youth perspective on issues which affect the City of North Port; and

Whereas, the City additionally seeks to enable youth to participate in improving the quality of life in the community which goal will be served by the North Port Youth Council; and

Whereas, the mission of the North Port Youth Council will be to provide insight and feedback on issues relating to youth, including city ordinances, long range planning, and city-functioned activities.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF NORTH PORT, AS FOLLOWS:

SECTION 1. ESTABLISHMENT

There is hereby created an Advisory Board to be known as the North Port Youth Council (hereinafter referred to as the "NPYC").

SECTION 2. PURPOSE AND INTENT

The purpose of the NPYC is to provide the City Commission a youth perspective on issues that affect the City of North Port and to provide youth to be active and make a difference in their community.

SECTION 3. COMPOSITION OF BOARD

The NPYC may be composed of seven (7) to eleven (11) student members and up to three (3) adult non-voting advisory members in the following manner:

- 1. Student Members:
 - a. Every student member shall reside within the limits of the City of North Port for a period of one (1) year prior to the appointment and shall remain a resident throughout his or her term.
 - b. Every student member shall have successfully completed the seventh (7th) grade and may be currently enrolled and attending middle school or high school and shall be under the age of Twenty (20).
 - c. Representation: The City Commission shall endeavor to appoint members so that a diverse representation reflecting the community is achieved. Members of NPYC may include:
 - (i) One member representing North Port High School
 - (ii) One member representing Imagine High School
 - (iii) One member representing Heron Creek Middle School
 - (iv) One member representing Imagine Middle School
 - (v) One member representing Woodlands Middle School
 - (vi) One member representing Home Schoolers
 - (vii) Up to five members chosen from the community at largeIf a representative cannot be found from the above-listed schools within three (3) consecutive meetings of the Council, the City Commission may fill such position with an at-large member. The Council shall have two (2) alternate at-large members.
 - d. Appointment: To be eligible, interested students shall submit an application form and meet the criteria as set forth herein. Applicants may be nominated by the NPYC and/or the City Commission. All applicants shall be interviewed and approved by the NPYC and final approval by City Commission.
 - e. Term of Service: Members of the NPYC shall serve a term of two years. After serving they must be reappointed by the City Commission in order to continue serving on the Council. When filling a vacancy a term begins once the remaining time for said vacancy has expired. A member's term shall automatically cease upon the occurrence of one of the vacancy conditions set forth in subparagraph (f) below.
 - f. Vacancies:
 - (1) A Board member's term shall automatically cease and a vacancy shall occur upon the occurrence of any one of the following conditions:
 - (i) A member no longer resides in the City of North Port.
 - (ii) A member voluntarily vacates his or her seat.
 - (2) A Board member may be removed by the City Commission for the following reasons:

(i) If a member fails to attend three (3) meetings of the NPYC in succession or more than 25% of all Board meetings without prior notification and approval of the Chairman of the Council.

(ii) Other reason which affects a member's service on the NPYC. Upon removal by the City Commission, the member's seat on the Council shall be considered vacant.

(3) Vacancies shall be filled in the same manner as appointment for the Council.

2. Adult Advisory Members:

a. Every adult advisory member shall be twenty (20) years of age or older.

b. Every, non-staff, adult advisory member shall have resided within the City of North Port for a period of one (1) year prior to the appointment and shall remain a resident throughout his or her term.

c. Representation - Adult Advisory Members shall include:

(i) One City Commission Liaison

(ii) One Staff Representative who is employed by the City of North Port

(iii) One (1) representative nominated and/or referred by community organizations or, NPYC or City Commission. Adult Members shall represent the community at large and shall be appointed by the City Commission.

d. Every adult advisory member shall be fingerprinted and successfully clear a background screening to ensure his or her suitability for working with young people and shall adhere to any policies and procedures promulgated by the City which govern the supervision and interaction with youth. The North Port Police Chief shall be the authority to determine the advisory member's suitability for working with young people.

e. Adult advisory members are non-voting members and shall have no voting authority on any issue. Adult advisory members shall be available to supervise the student members; however, advisory members should refrain from interfering with the student members in their duties on the Council. No adult member shall direct the Student Members of the Council.

3. Youth and Adult advisory members serve at the pleasure of the City Commission and any adult and/or Youth advisory member may be removed with or without cause by the City Commission at any time.

SECTION 4. DUTIES OF MEMBERS

A. Role - The purpose of the NPYC is to express the ideas of youth, fill the gap between City officials and the City's youth, and to commit themselves to the following objectives:

1. To assist in planning and promoting of programs and services for youth.

2. To educate and raise awareness of youth issues.
 3. To inspire positive action in the community.
 4. To provide a voice for youth in the community.
 5. To promote youth participation in community affairs.
 6. To act as an advocate for youth and teens.
 7. To review those municipal matters referred to by the City Commission and, as appropriate, make recommendations on those matters.
 8. Make recommendations to the City Commission pertaining to the composition, function and obligations of the NPYC.
 9. Have an annual workshop to develop goals and objectives and approve at a regular NPYC meeting.
- B. Duties of School Representatives - If applicable, each of the representatives from the schools previously listed shall also report to their respective student councils, student boards, and/or student body at least once at quarter regarding actions of the Council. Input from the respective schools shall be brought before the Council for discussion. Representatives shall attend at least one (1) City Commission meeting per year in rotation during their term on the Council.
- C. Duties of At-Large Representatives - Representatives from the community at large shall have the same obligations as the School Representatives.
- D. Election of Officers - The Council shall elect, by a majority vote of members present, a Chair, Vice-Chair and Secretary; each officer shall hold office for one (1) year and/or until a successor is elected. Election of officers shall be held during the first meeting held in October. The Staff Liaison will act as Chair for the enabling meeting to elect initial Officers. The duties of the officers shall be as follows:
1. Chair - The Chair shall be charged with the administration of the affairs of the NPYC with assistance from the Adult Advisory Members. The Chair shall preside over all meetings of the NPYC. The Council may appoint committees when necessary to research issues.
 2. Vice-Chair - The Vice-Chair shall assume the duties of the Chair during the Chair's absence. The Vice-Chair shall assist the Chair to perform duties when needed. The Vice-Chair shall prepare an annual report with assistance from the Council and Adult Advisory Members as of the first meeting in March, summarizing the activities of the NPYC for presentation to the City Commission.
 3. Secretary - The Secretary shall record and maintain the minutes of all Youth Board meetings and file them with the City of North Port Clerk as unofficial minutes. The Secretary shall perform other duties as ordinarily pertain to the office.

SECTION 5. MEETINGS

- A. All meetings of the Council shall be open and public, except for such matters as may lawfully be considered in executive session. Regular meetings may be held monthly at an appropriate location as deemed by NPYC and approved by the City Commission.

Meeting dates and times will be set by the Council at their first meeting and reviewed for formal approval annually thereafter. The North Port Youth Council will meet no less than quarterly.

- B. The presence of the majority of the entire voting membership shall constitute a quorum.
- C. A special meeting may be called at any time by either the Chair or City of North Port Staff . The City Clerk shall notify each member by mail or electronic mail or telephone calls at least a 48 hours in advance of the special meeting. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meeting.

SECTION 6. GENERAL RULES

- A. All meetings may use Robert’s Rules of Order as a guide for all meetings. A quorum is necessary to transact official business at any meeting. All recommendations to the City Commission must be approved by the majority of the voting members present at any properly called meeting. All voting on matters for transmittal to the City Commission shall be by roll call vote.
- B. From time to time, the NPYC may initiate or carry out activities addressing community concerns they deem relevant and important. Additions to the agenda may be made by a majority vote of the Council members present at any meeting.

SECTION 7. ROLE OF CITY COMMISSION

- A. The City Commission shall communicate upcoming issues to the NPYC, so they may respond accordingly.
- B. The City Commission shall maintain the responsibility to educate the NPYC, through staff and/or necessary budgeted seminars or workshops with regard to the operation and other issues of city government.
- C. The City Commission shall appoint a City Commission Member as a liaison to the NPYC as well as a Youth Ambassador, who’s duties are attached in exhibit A.
- D. The City Commission shall provide additional support staff and budget, as deemed necessary by the Commission, to the NPYC to assist the Council in carrying out its duties.

SECTION 8. BYLAWS AND OTHER RULES OF PROCEDURE

- A. The NPYC may promulgate bylaws or other regulations governing the procedure of the Council. No provision of the bylaws or procedural regulations shall be contrary to the provisions of this Ordinance or other applicable law.

- B. Amendments to the bylaws may be recommended at any time by any Council member including both Student Members and Adult Advisory Members; provided, however, that any such amendment/s shall be clearly set forth on the agenda and the membership has been notified in writing. Upon the presentation of any recommendation for amendment/s, the issue shall be considered by the Council and, if a majority of the Council present approves, a committee shall be formed to study the proposed amendment/s. If the committee finds the amendment/s worthy of Council consideration, the amendment/s will then be presented for Council deliberation.
- C. Enactment of the bylaws and other regulations and passage of any amendment to same requires a two-thirds (2/3) majority vote of the Council present.

SECTION 9.

If a conflict occurs between this ordinance and CHAPTER 4 - BOARDS AND COMMITTEES, ARTICLE I - BOARDS GENERALLY, SECTION 4-2 - BOARD CONSTRUCTION AND SECTION 4-3 APPOINTMENT, QUALIFICATION, TERM AND VACANCIES; ORDINANCE 2014-10, ARTICLE III - ART ADVISORY BOARD, SECTION 4-121 - MEMBERSHIP; ORDINANCE 2014- 14, ARTICLE VII this article shall apply.

SECTION 10. EFFECTIVE DATE

This Ordinance shall be in full force and effect from and after the date of its passage by the City Commission.

Read in public session this ____ day of _____, 2017.

PASSED AND ADOPTED on the second and final reading in public session this ____ day of _____, 2017.

CITY OF NORTH PORT, FLORIDA

LINDA M. YATES
MAYOR

ATTEST:

PATSY ADKINS, MMC
CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

MARK MORIARTY,
CITY ATTORNEY

Attachment “A”

A Youth Ambassador (YA) will be appointed by the City Commission. The YA should be passionate about youth issues and a role model for such. YA shall be the inspiration and mentor in creating young leaders. The Youth Ambassador’s role will consist of but is not limited to the following duties:

- Advocates for youth initiatives as set by the North Port Youth Council (NPYC) and City Commission.
- Represents the City at a variety of events to carry out the NPYC’s mission and objectives.
- Help integrate North Port’s youth into leadership roles throughout the City and beyond.
- Is the lead advisor for the NPYC.
- Helps organize and supervises NPYC activities and events such as Parades, expos and forums.
- City’s liaison between all youth services and organizations for example; Day Care’s, After School Programs and youth groups.
- Is the City representative for all youth summits.
- Promotes the City and its youth throughout.
- Is the primary liaison between the NPYC and the community who finds ways to connect the two.
- Brings together youth, other age groups and all demographics.
- Organizes media relations as it pertains to youth.
- Helps recruit potential youth representative for the NPYC and other boards/committees.
- Inspires private organizations and community groups to incorporate youth and their opinions into their associations.
- Helps to guide goals and objectives, as well as provide background information to help achieve such.
- Work with youth to promote broadcasting and social media outreach within the confines of the law.

- Is the official liaison between the city and the city's internship program.