

INTRODUCED BY _____

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

Whereas, the City of Ferguson (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 Youth Advisory Board 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 Ferguson; 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 Youth Advisory Board; and

Whereas, the mission of the Youth Advisory Board 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 COUNCIL OF THE CITY OF FERGUSON, AS FOLLOWS:

SECTION 1. ESTABLISHMENT

There is hereby created an Advisory Board to be known as the Ferguson Youth Advisory Board.

SECTION 2. PURPOSE AND INTENT

The purpose of the Youth Advisory Board is to provide the City Council a youth perspective on issues that affect the City of Ferguson and to provide youth to be active and make a difference in their community.

SECTION 3. COMPOSITION OF BOARD

The Ferguson Youth Advisory Board (FYAB) shall be composed of eight (8) to ten (10) student members and five (5) 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

Ferguson 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 shall be currently enrolled and attending middle school or high school and shall be under the age of nineteen (19).
- c. Representation: The City Council shall endeavor to appoint members so that a diverse representation reflecting the community is achieved.
Members of FYAB shall include:
 - (i) One member representing McCluer High School
 - (ii) One member representing McCluer South-Berkeley High School
 - (iii) One member representing Ferguson Middle School
 - (iv) One member representing Blessed Teresa of Calcutta
 - (v) One member representing Our Lady of Guadalupe
 - (vi) 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 Board, the City Council may fill such position with an at-large member.
- d. Appointment: Members of the FYAB shall be appointed by the City Council annually at its first meeting in June or at other time as determined by the City Council. To be eligible, interested students shall submit an application form or shall be nominated by the FYAB.
- e. Term of Service: Members of the FYAB shall serve a term of one year. After serving they must be reappointed by the City Council in order to continue serving on the Board. 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 Ferguson.
 - (ii) A member graduates from high school or otherwise leaves high school.
 - (iii) A member voluntarily vacates his or her seat.
 - (2) A Board member may be removed upon recommendation of the FYAB and action by the City Council for the following reasons:
 - (i) If a member fails to attend three (3) meetings of the FYAB in succession or more than 25% of all Board meetings without prior notification and approval of the Chairman of the Board.
 - (ii) Other reason which affects a member's service on the FYAB.

Upon removal by the City Council, the member's seat on the Board shall be considered vacant.

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

2. Adult Advisory Members:

- a. Every adult advisory member shall be twenty-five (25) years of age or older.
- b. Every adult advisory member shall have resided within the City of Ferguson 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 Council Liaison
 - (ii) One Staff Representative who is employed by the City of Ferguson
 - (iii) Three (3) representatives nominated by community organizations or representing the community at large appointed by the City Council.
- 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 City Manager 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 direct and supervise the student members; however, advisory members should refrain from interfering with the student members in their duties on the Board.
- f. Adult advisory members serve at the pleasure of the City Council and any adult advisory member may be removed with or without cause by a majority of the City Council at any time.

SECTION 4. DUTIES OF MEMBERS

- A. Role - The purpose of the Youth Advisory Board 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 Council and, as appropriate, make recommendations on those matters.
8. Make recommendations to the City Council pertaining to the composition, function and obligations of the Youth Advisory Board.

- B. Duties of School Representatives - 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 Board. Input from the respective schools shall be brought before the Board for discussion.
- C. Duties of At-Large Representatives - Representatives from the community at large shall have the same obligations as the School Representatives with the additional obligation to attend at least one (1) City Council meeting per month in rotation during the term of one year of service on the Board.
- D. Election of Officers - The Board shall elect, by a majority vote, from its membership a Chair, Vice-Chair and Secretary; each officer shall hold office for his or her term of the Board and/or until a successor is elected. Election of officers shall be held during the second meeting of each newly-appointed Youth Board. The duties of the officers shall be as follows:
1. Chair - The Chair shall be charged with the administration of the affairs of the FYAB with assistance from the Adult Advisory Members. The Chair shall preside over all meetings of the Youth Board. The Chair shall 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 Adult Advisory Members as of April 30th, summarizing the activities of the Youth Board for presentation to the City Council.
 3. Secretary - The Secretary shall record and maintain the minutes of all Youth Board meetings and file them with the City of Ferguson Staff Representative. The Secretary shall prepare and receive correspondence and maintain proper files with assistance from the Adult Advisory Members. The Secretary shall perform other duties as ordinarily pertain to the office.

SECTION 5. MEETINGS

- A. All meetings of the Board shall be open and public, except for such matters as may lawfully be considered in executive session. Regular meetings shall be held monthly on the second Monday of each month at the hour of 4:30 p.m. in public meeting rooms in

City Hall or other appropriate location. In the event a regular meeting date falls on a legal holiday, such meeting date shall be deemed to be the day following such holiday.

- B. A quorum of the Board shall consist of five (5) student members.
- C. A special meeting may be called at any time by either the Chair or City of Ferguson Staff Representative by delivering personally or by mail written notice to each member of the Board with at least 48 hours notice. 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 by the Board. Such written notice may be dispensed with as to any member who, at or prior to the time the meeting convenes, files with the Secretary of the Board a written waiver of notice. Such waiver may be given by facsimile or by other electronic means. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

SECTION 6. GENERAL RULES

- A. All meetings shall be conducted in accordance with Robert's Rules of Order. The presence of five (5) student members shall constitute a quorum. A quorum is necessary to transact official business at any meeting. All recommendations to the City Council must be approved by a two-thirds majority of the voting members present at any properly called meeting. All voting on matters for transmittal to the City Council shall be by roll call vote.
- B. From time to time, the Youth Advisory Board 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 Board members at any meeting.

SECTION 7. ROLE OF CITY COUNCIL

- A. The City Council shall communicate upcoming issues to the Youth Advisory Board, so they may respond accordingly.
- B. The City Council shall maintain the responsibility to educate the Youth Advisory Board with regard to the operation and other issues of city government.
- C. The City Council shall appoint a City Council Member as a liaison to the Youth Advisory Board.
- D. The City Council shall provide additional support staff, as deemed necessary by the Council, to the Youth Advisory Board to assist the Board in carrying out its duties.

SECTION 8. BYLAWS AND OTHER RULES OF PROCEDURE

- A. The Youth Advisory Board may promulgate bylaws or other regulations governing the procedure of the Board. 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 Board member including both Student Members and Adult Advisory Members; provided, however, that any such amendment shall be clearly set forth on the agenda and the membership has been notified in writing. Upon the presentation of any recommendation for amendment, the issue shall be considered by the Board and, if a majority of the Board approves, a committee shall be formed to study the proposed amendment. If the committee finds the amendment worthy of Board consideration, the amendment will then be presented for Board 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 Board.

SECTION 9. EFFECTIVE DATE

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

FIRST READING: _____ SECOND READING: _____

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF FERGUSON,
MISSOURI, THIS _____ DAY OF _____ 2011.**

James W. Knowles III, Mayor

ATTEST:

City Clerk