

ORDINANCE NO. DRAFT

**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 shall be composed of eight (8) to ten (10) student members and up to 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

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 (7<sup>th</sup>) 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 Council shall endeavor to appoint members so that a diverse representation reflecting the community is achieved. Members of NPYC shall 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) 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.
- d. Appointment: To be eligible, interested students shall submit an application form or shall be nominated by the NPYC.
- 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. 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 upon recommendation of the NPYC and action 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) Up to three (3) representatives nominated by community organizations  
or representing the community at large or City Commission 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 direct and supervise the student members; however, advisory members should refrain from interfering with the student members in their duties on the Council.
- f. Adult advisory members serve at the pleasure of the City Commission and any adult 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.
- 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 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 Council and Adult Advisory Members as of May 30th, 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. 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 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 the Morgan Center meeting room in

or other appropriate location. Meeting dates and times will be set by the Council at their first meeting and reviewed for formal approval every November thereafter.

- 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 be conducted in accordance with Robert's Rules of Order. A quorum is necessary to transact official business at any meeting. All recommendations to the City Commission 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 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.
- 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. EFFECTIVE DATE**

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

FIRST READING: \_\_\_\_\_ SECOND READING: \_\_\_\_\_

**PASSED AND APPROVED BY THE CITY COMMISSION OF THE CITY OF  
NORTH PORT, FLORIDA, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2017.**

\_\_\_\_\_  
Linda Yates, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk