AGENDA
FERNANDINA BEACH YOUTH ADVISORY COMMITTEE
REGULAR MEETING
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034
NOVEMBER 2, 2016
3:00 PM

1. **CALL TO ORDER / ROLL CALL**

2. **PLEDGE OF ALLEGIANCE**

3. **OATH OF OFFICE**

4. **SUNSHINE LAW**
   City Attorney Tammi Bach will provide an overview of the Sunshine Law.

5. **ELECT COMMITTEE LEADERSHIP**
   Members will elect a Chairperson and Vice-Chairperson.

6. **APPROVAL OF MINUTES**

   6.1. **MAY 4, 2016 REGULAR MEETING & MAY 18, 2016 REGULAR MEETING**

   Documents:

   2016 05-04 FBYAC RM Minutes Draft.pdf
   2016 05-18 FBYAC RM Minutes Draft.pdf

7. **DISCUSSION ITEMS**
   a. Function of the Committee
   b. Meeting Dates
   c. Committee By-Laws
   d. Goals of the Committee

   Documents:

   Proposed Fernandina Beach Youth Advisory Committee meeting dates 2016-2017.pdf
   FBYAC By-Laws Approved 03-16-16 (1).pdf

8. **PUBLIC COMMENT**

9. **ADJOURNMENT**

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at 904-310-3115 or TTY/TDD 711 (for the hearing or speech impaired).

Draft

1. Call to Order/Roll Call: The Fernandina Beach Youth Advisory Committee Regular Meeting was called to order at 2:56 pm in the City Commission Chambers of City Hall, Wednesday, May 4, 2016.

Present: Jesse Chapman (Chair), Dillon Basse (Vice-Chair), and Shelby Bradley - Secretary/Clerk (Not voting).

Absent: Shanaya Thompson, Bethy Spillane, and Elizabeth Lai.

Others present: Vice-Mayor Robin Lentz and Staff Assistant Cathy Sabattini

2. Pledge of Allegiance – Chair Chapman led the committee in the Pledge of Allegiance.

3. Discussion

4.1 Florida League of Cities Video Competition – There was some discussion about recording the script for the video, and there was a review of what was needed for the video submission application. ***The consensus of the committee was that if any prize money was awarded that would be donated to 8 Flags Playscapes.***

The committee reviewed and made modifications to the community action plan.

Ms. Bradley left the meeting at this time.

Chair Chapman and Member Basse reviewed and recorded the script for the video. The video would be edited and shared on YouTube with the committee members to review prior to submission.

4. Public Comment – There were no comments at this time.

5. Adjournment - There being no further business to come before the Fernandina Beach Youth Advisory Committee the meeting adjourned at 3:27 pm.

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Shelby Bradley, Secretary Chair

1. Call to Order/Roll Call: The Fernandina Beach Youth Advisory Committee Regular Meeting was called to order at 2:30 pm in the City Commission Chambers of City Hall, Wednesday, May 18, 2016.

Absent: Jesse Chapman (Chair), Dillon Basse (Vice-Chair), and Shelby Bradley - Secretary/Clerk, Shanaya Thompson, Bethy Spillane, and Elizabeth Lai.

Others present: Vice-Mayor Robin Lentz and Staff Assistant Cathy Sabattini

Due to lack of a quorum the meeting was conducted. The next meeting of the Fernandina Beach Youth Advisory Committee would be held August 17, 2016.

2. Pledge of Allegiance

3. Approval of Minutes

3.1. May 4, 2016

4. Discussion

4.1. Florida League of Cities Video Competition - Review final video submission.

4.2. Ideas for the 2016/2017 Fernandina Beach Youth Advisory Committee

5. Public Comment

6. Adjournment - There being no further business to come before the Fernandina Beach Youth Advisory Committee the meeting adjourned at 2:35 pm.

_____ _____

Shelby Bradley, Secretary Chair

Proposed Fernandina Beach Youth Advisory Committee meeting dates:

- October 19, 2016
- November 16, 2016
- December 21, 2016
- January 18, 2017
- February 15, 2017
- March 15, 2017
- April 19, 2017
- May 17, 2017

Article I. Name

The name of this organization shall be Fernandina Beach Youth Advisory Committee, herein referred to as Youth Advisory Committee or abbreviated as YAC.

Article II. Purpose

The Youth Advisory Committee is established for the expressed purpose of giving a voice to Fernandina Beach's youth and to allow them to participate in the governmental process. Subsequently, by virtue of membership in YAC, leadership skills are developed and an awareness of social responsibilities is encouraged.

Article III. Membership

Membership shall be limited to persons that are appointed to the Youth Advisory Committee by the City of Fernandina Beach City Commission.

In order to qualify for membership, all Youth Advisory Committee members must:

- Be enrolled, and regularly attending, Fernandina Beach High School, or be homeschooled within the boundaries of the City of Fernandina Beach;
- Be in grades 9-12, and the secretary shall be in grade 10; and
- Apply to school administration using the City's application form, and school administration will recommend students for appointment to the City Commission every year.

Active Membership

In order to maintain active membership in the organization, all Youth Advisory Committee members must:

- Maintain satisfactory scholastic achievement;
- Avoid major disciplinary action at school; and
- Not miss more than two unexcused consecutive meetings per year.

Length of Term

Appointments to the Youth Advisory Committee shall be for a maximum of one year, expiring on June 15th of each year. Members may be reappointed to YAC for subsequent years in which they meet all membership requirements. The Secretary shall be reappointed as a regular voting member for at least the next one year term after serving as Secretary.

Removal of Members and Vacancies

Only the City of Fernandina Beach City Commission may remove a Youth Advisory Committee member. Youth Advisory Committee members may be removed from the organization for any reason, including failing to maintain active membership. The City Commission shall fill unexpired terms with members who will serve the remainder of the unexpired term.

Article IV. Officer Team

The Youth Advisory Committee shall elect a Chairman, Vice-Chairman, and Secretary. The Secretary shall be in 10th grade at the time of their appointment. Additional officer positions may be created by the Chairman of YAC, as necessary. Together, these positions comprise the Officer Team.

All members of the Officer Team must be active members of the Youth Advisory Committee. No officer may hold more than one Officer Team position at any given time.

Election of Officers

Election of officers shall be held annually, taking place no later than the second meeting of the year or September 30th, whichever comes later. The term of office for all officers shall be from election, to the expiration of appointments on the following June 15th.

Nominations for officers shall be initiated from the floor and elections done by ballot. The person receiving a majority vote will be elected.

Removal of Officers

Any officer may be removed from their position by a two-thirds (2/3) vote of the Officer Team or a two-thirds (2/3) vote of the entire YAC membership. Any officer removed by a vote of the Officer Team may appeal to the general YAC membership. Said officer shall be considered reinstated with supermajority (60%) approval of the present and voting Youth Advisory Committee members.

Officer Team Vacancies

Any vacancy that may occur in an officer position shall be filled by a majority vote of the Committee.

Article V. Duties of Officers

Chairman

The Chairman of the Youth Advisory Committee shall preside over all meetings of YAC. The Chairman shall also develop meeting agendas, present all motions to the body present, represent the Youth Advisory Committee before the City Commission of the City of Fernandina Beach, and shall appoint members to fill vacancies of the Officer Team, pending ratification at the next YAC meeting. Additionally, the Chairman shall maintain the power to appoint any subcommittee chairpersons.

Vice-Chairman

The Vice-Chairman shall assume the duties of the Chairman, should they be unable to perform their duties, including, but not limited to presiding over all meetings and functions that the Chairman cannot attend.

Secretary
The Secretary shall keep and maintain a true and complete record of all proceedings before the Youth Advisory Committee membership (minutes). The Secretary shall also keep a listing of all active and inactive YAC members and shall advise the body on parliamentary procedure.

Other Officer Positions
Any additional Officer Team positions created by the Chairman shall have the duties and responsibilities of the position thoroughly explained prior to the election of a person to that position.

All advisors to the Youth Advisory Committee shall assist and advise the members of YAC in the operation of the organization; including, but not limited to, advising in the development of meeting agendas and providing counsel to the organization's Officer Team.

Article VI. Duties of Advisor(s)

All advisors to the Youth Advisory Committee shall assist and advise the members of YAC in the operation of the organization; including, but not limited to, advising in the development of meeting agendas and providing counsel to the organization's Officer Team.

Article VII. Meetings and Quorums

Voting Eligibility
Those members meeting all requirements of active membership shall be granted voting privileges for all matters before the Youth Advisory Committee.

Meetings
The Youth Advisory Committee shall meet at least once monthly while school is in session. The times for regularly scheduled meetings shall be determined by a majority vote of the YAC membership. A minimum of 7 days notice shall be given for each regular business meeting.

All meetings shall include a quorum call, order of business, and disposition of the minutes.

Robert's Rules of Order Newly Revised shall be followed by the organization to conduct business, when it does not conflict with the bylaws. The rules may be suspended by two-thirds (2/3) vote of the present membership.

Quorum
Attendance of a minimum of a majority (at least 50%) of all YAC members is necessary to conduct business.

Article VIII. Subcommittees

Subcommittees may be formed at the discretion of the Chairman, or after vote of the Youth Advisory Committee membership. The Chairman will maintain the power to appoint any subcommittee chairpersons.

Article IX. Amendments

The bylaws are binding to all members of the Youth Advisory Committee. Bylaws may be proposed by any active member of YAC at a regular scheduled meeting, at which at least two-thirds (2/3) of the active YAC membership is present. Amendments must be presented in writing and will be placed on the agenda for consideration and a vote at the next regularly scheduled meeting. Amendments to the bylaws will be considered accepted following a vote of approval by at least two-thirds (2/3) of the active YAC membership. Amendments take effect immediately following approval.

Article X. Agreement to Law, Ordinance and Policy Decisions

The bylaws of the Youth Advisory Committee shall not be in conflict with any federal, state, or local laws/ordinances, and shall not take precedence over any action of the City of Fernandina Beach City Commission. In any event where the bylaws should conflict with these laws or with any City policy, those rules shall take precedent.