



Minutes Mayor's Youth Advisory Commission October 24, 2017

Minutes of the MAYOR'S YOUTH ADVISORY COMMISSION (MYAC) held on Tuesday, October 24, 2017, 6:30 p.m., at the Tempe Public Library 3500 S. Rural Road, Tempe, Arizona.

(MEMBERS) Present:

Aerowyn "Piper" Allen
Jose Bernal Martinez
Hayden Eastwood
Natalie Edgington
Juliet Farr
Bhavanapriya Giridar
Noble Harasha
Regan Hatch
Liam Huggins
Andrea Lara Romero
Carter Miller
Clara Moffitt
Alissa Montano
Emma Moriarty
Amber Price
Sophia Price
Synthia Ramos
Aviva Sanchez
Roberto Sandoval
Safiyah Zubair

(MEMBERS) Absent:

SaTavia Chest
Ryan Emerson
Nandini Mishra
Alexia Moreno

City Staff Present:

Mary Mezey, Social Services Supervisor, MYAC Advisor
Melissa Placencia, Administrative Assistant

Guests Present:

None

Agenda Item 1 – Call to Order

Acting Chair, Emma Moriarty, called the meeting to order at 6:31 p.m.

Agenda Item 2 – Introduction of Members

Members introduced themselves.

Agenda Item 3 – Consideration of the Meeting Minutes:

Clara Moffitt read the minutes from the October 7, 2017 meeting.

Motion: Safiyah Zubair motioned to approve the minutes.

Second: Juliet Farr seconded the motion.

Decision: Minutes were approved.

Agenda Item 4 – Chair Remarks

Emma Moriarty, Acting Chair, provided information about the League of Arizona Cities and Towns conference she and Clara Moffitt attended as MYAC representatives.

Agenda Item 5 – New Member Orientation

Mary Mezey, MYAC Advisor, provided orientation information regarding the Arizona Open Meeting Law and Robert's Rules of Order (attached here).

Agenda Item 6 – Election of Officers

Emma Moriarty, Acting Chair, provided an overview of the open positions and election process (attached here).

Commissioners nominated themselves for the available positions, shared why they wanted to be considered, and the group elected the following Commissioners as Officers:

- Hayden Eastwood, Chair
- Emma Moriarty, Vice Chair
- Clara Moffitt, Youth Town Hall Chair
- Carter Miller, Administrative Recorder
- Juliet Farr, Treasurer
- Andrea Lara Romero Community Service Project Chair

Agenda Item 7 – Future Agenda Items

- 2018 Youth Town Hall Planning
- 2017 MYAC Annual Report

Meeting adjourned at 7:32 p.m.

Next meeting will be on November 14, 2017.

Minutes Prepared by: Carter Miller, Administrative Recorder

Minutes Reviewed by: Mary Mezey, Social Services Supervisor, MYAC Advisor

Hayden Eastwood, Chair
Mayor's Youth Advisory Commission

The Arizona Open Meeting Law

"All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to deliberations and proceedings."

- ◆ The *Open Meeting Law* applies to all public bodies, including, but not limited to: the Legislature, all state agencies or political subdivisions, city or town councils, county boards of supervisors, and school boards. It also applies to **all boards and commissions**, advisory committees, special or standing committees and subcommittees that are appointed by any public body.
- ◆ The *Open Meeting Law* does not apply to: political caucuses of the Legislature, courts, or staff meetings (e.g., City Manager meeting with city staff).
- ◆ Notices and agendas must be provided for such meetings and **MUST** contain such **information as is reasonably necessary to inform the public of the matters to be discussed or decided**.
- ◆ **BOTTOM LINE:** The public's business must be conducted in public.
- ◆ The *Open Meeting Law* applies any time that a quorum of a board, commission, or any other public body is gathered to talk about the public's business or about any public matter that may eventually require some action or decision by the public body. (This can even include social functions where a quorum is present.)
- ◆ Discussions or deliberations between less than a majority of the members, when used to circumvent the purposes of the *Open Meeting Law*, constitute violations (i.e., you can't try to evade the law by getting together in groups of any number fewer than a quorum and then passing the word on to others). This applies to telephone conversations and e-mail, too.
- ◆ The *minimum* notice requirements for all meetings:
 - a. **At least 24 hours before the meeting**, must post a notice specifically stating where and when the meeting will be held.
 - b. Along with the notice, an agenda must be posted, specifically listing the topics and items to be considered at the meeting.
 - c. **Only** topics that are on the agenda may be discussed during the meeting.
 - d. Minutes must be taken of all meetings, except those of subcommittees and advisory committees. Audio or video tape recordings are acceptable. Minutes must be available for public review.

- ◆ There are penalties for violating the Opening Meeting Law, including:
 - a. The court can levy a fine of up to \$500 per violation against any person found to have violated the law or against anyone who knowingly assists a person to violate the law.
 - b. Individuals who violate the law, not the municipality, must pay the fine and attorney's fees.

- ◆ The law is NOT set up to punish people for carelessness or mistakes. These fines and fees are only for those who are found guilty by a court of *knowingly and intentionally* violating the law.

- ◆ Any action taken by a public body at a meeting that was not properly posted in accordance with the Open Meeting Law is **automatically null and void**.

- ◆ **THE GOAL IS TO PROTECT THE PUBLIC'S RIGHT TO KNOW.**

MOTIONS

The MYAC member who makes a motion is presenting a plan of action for the commission to act upon.

This is not an "idea" or a "suggestion" but a statement of something that **will be implemented** if the vote is successful.

Formal wording is used: "I move that....."

HOW TO MAKE A MOTION

1. A group member addresses the Chair.
2. The Chair acknowledges the individual.
3. The member **states the motion.**
4. Another member **seconds the motion.**
5. The Chair repeats the Motion.
6. The Chair calls for **discussion of the motion.**
7. The Chair puts the **motion to a vote.**
8. The Chair announces the result of the vote.

HOW TO CONDUCT A COMMISSION MEETING

1. Call meeting to order at 6:30 p.m.
2. Ask a member to read the minutes from the previous meeting.
3. Ask for a motion to approve the minutes.
4. Ask for a second to approve the minutes.
5. Announce that the minutes have been approved.
6. Lead discussion of topics listed on the meeting agenda.
7. Identify future agenda items.
8. Ask for motion to adjourn meeting.
9. Ask for second to adjourn meeting
10. Announce that “the meeting is adjourned at (time).”

Directly After the Commission Meeting

1. Officers meet to set agenda for the following meeting.
2. Administrative recorder submits minutes to staff sponsor to be typed and read at the next meeting.

Remember:

1. Address people by name.
2. Encourage participation from all members.
3. Use subcommittees to perform tasks.
4. Delegate specific tasks that are completed for the following meeting.
5. Prior to the next meeting, follow-up with a phone call to ensure the task is being done and there are not problems.

Mayor's Youth Advisory Commission Officers

Chairperson

- Initiates meetings, including meeting reminders and refreshments.
- Sets meeting agendas with other officers.
- Calls meetings to order and facilitates meetings.
- Encourages participation from all committee members at meetings.
- Gives public presentations or delegates another member to do so.
- Follows up on member non-attendance.

Vice Chairperson

- Responsible for any of chairperson's responsibilities in his or her absence.
- Assists chairperson with any agreed upon task.
- Performs duties of administrative recorder in his or her absence or secures another person to perform these duties.
- Sets meeting agendas with other officers.

Administrative Recorder

- Takes minutes at meetings.
- Sets meeting agendas with other officers.
- Ensures that city staff person receives minutes and agenda following meeting.
- Records member attendance.
- Informs chairperson of members that are reaching the three absence limit.
- Meets with city staff for editing of minutes/agenda as needed.

Treasurer

- Makes regular oral commission reports on commission financial status.
- Meets with city staff person regarding financial status as needed.
- Keeps records of all commission expenditures.

Youth Town Hall Chairperson

- Organizes Youth Town Hall activities.
- Appoints members to registration, program and food committees.
- Facilitates Youth Town Hall planning, sets due dates, and insures due dates are met.
- Meets with committee chairs.
- Public speaking at event.
- Presents Youth Town Hall Report at Council Issue Review Session with MYAC Chair and Vice Chair

Community Service Project Chairperson

- Organizes community service project.
- Appoints members to project committees.
- Facilitates project planning, sets due dates, and insures due dates are met.
- Meets with committee chairs.
- Acts as spokesperson for the project.

Mayor's Youth Advisory Commission **Officer Elections Procedure**

- ◆ Elections occur in the following order: Chair, Vice Chair, Youth Town Hall Chair, Administrative Recorder, Treasurer, and Community Service Project Chair,
- ◆ Candidates are allowed two minutes to give a speech on why they should be elected to the office.
- ◆ After all candidates for an office have given their speech, the candidates leave the room and the remaining MYAC members vote.
- ◆ Voting is confidential. MYAC members write their candidate choice on a piece of paper and place it in a manila envelope held by city staff sponsor.
- ◆ City staff sponsor tallies the results, the candidates return to the room, and the results of the election are announced.
- ◆ Candidates not elected to office are able to campaign for another position.
- ◆ Same procedure is followed until all officer positions have been filled.
- ◆ In the event of a tie between candidates there will be a run-off election between the tied candidates that directly follows the first election.
- ◆ In addition to the Chair, Vice Chair, Administrative Recorder, Treasurer, Youth Town Hall Chair and Community Service Project Chair other leadership opportunities during the year that are not part of the election process include subcommittee chairs for youth events and community service project(s).