



Youth Advisory Commission Application and Information

Please complete this form and return it to City of Hitchcock City Secretary. If you have questions, please contact City Hall at (409) 986-5591.

Date of Application: _____

Student's Information

Name: _____
First Name Last Name

Address: _____
Street

City Zip Code

Home Phone: _____ Other Phone: _____

Email Address: _____

Age: _____ Name of School: _____

Grade: _____

Emergency Contact Information

Name: _____
First Name Last Name

Address: _____
Street

City Zip Code

Home Phone: _____ Other Phone: _____

Email Address: _____

Relationship: _____

Questionnaire

Why do you want to be a Youth Advisory Commission member?

Please list any skills or experience you may have that would be relevant to being a productive Youth Advisory Commission member:

Please list any boards or activity committees that you currently are a member of:

Please describe what you believe to be the fundamentals of a good leader:

**What is one of the biggest issues you feel youth face in Hitchcock or in your neighborhood?
How would you advise the Mayor and City Council to address that need?**

Do you have any experience working on projects to improve your community or speaking out on youth or community issues? If so, please describe your experience.

Do you understand that it is necessary to attend regularly scheduled meetings, and if meetings are not attended, you may be removed from the commission? _____

Rules and Information

Section 32.51 Duties and Responsibilities

- (a) The Youth Advisory Commission shall have all the powers granted herein and shall perform all duties as provided herein.
- (b) The Youth Advisory Commission shall adopt rules and regulations for the conduct of its meetings and for defining in detail the duties of its members, officers, and committees.
- (c) The Youth Advisory Commission shall work with the City Council and city staff to develop and implement policies that focus on youth.
- (d) The Youth Advisory Commission shall advise the City Council and city staff on important issues that relate to youth.
- (e) The Youth Advisory Commission shall facilitate the planning and organization of community events and meetings related to youth.
- (f) The Youth Advisory Commission shall build partnerships with individuals, groups, and organizations that impact both youth and families.
- (g) The Youth Advisory Commission shall partner with individuals, groups, and organizations in the planning and implementation of services, support, and opportunities that impact both youth and family.
- (h) The Youth Advisory Commission shall carry and implement other directives from the City Council, and city staff.

Section 32.52 Membership

- (a) The Youth Advisory Commission shall consist of eight voting members, who represent the diversity of thought and experience of area youth. The eight voting members shall be between the ages fourteen and nineteen. These members shall meet the following qualifications:
 - (1) Reside within the corporate boundaries of the City of Hitchcock.
 - (2) Reside within the boundaries of Hitchcock Independent School District; or
 - (3) Attend a state recognized school (public, private, charter) or homeschool within the corporate boundaries of the City of Hitchcock.
 - (4) Must maintain an AB average.
 - (5) Must be well disciplined at school and all school related activities.
- (b) The following may be ex-officio, non-voting members of the Youth Advisory Commission:
 - (1) One resident affiliated with the youth group, appointed by the City Council to serve as facilitator to the Youth Advisory Commission.
 - (2) One city staff member appointed by the City Council to serve as a non-voting staff liaison to the Youth Advisory Commission.

No individual who has been convicted of a felony shall be qualified to serve as an ex-officio member of the commission. By applying for appointment to the Youth Advisory Commission, applicants for ex-officio membership must consent to a background check for such purposes, to the extent provided by law.

Section 32.53 Application and Appointment

- (a) Any interested individual who meets the qualifications may indicate interest in serving the Youth Advisory Commission by submitting the following information to the city staff liaison in City Hall:
- (1) Completed Application: Applications will be available at City Hall and on the city website. Applications will also be distributed at the appropriate offices at the schools.
 - (2) Applicants for initial appointment must submit a letter of reference. This is not necessary for applicants who wish to be reappointed.
 - (3) Applicants for initial appointment must submit a short essay describing the applicant's reasons for wanting to serve on the Youth Advisory Commission. This is not necessary for applicants wishing to be reappointed.
- (b) All applications will be initially reviewed by city staff and/or the Mayor. Selected applications will be given to the City Council for review. Appointments will be made by the City Council.

Section 32.54 Terms of Office

- (a) All terms of office for all Youth Advisory Commission members shall be two years and will begin September and end August, with option of applying for reappointment until the student has graduated from school. Reappointments will be based on past participation in and commitment to the Youth Advisory Commission activities. Appointed seniors will serve a one-year term.
- (b) The terms of ex-officio representatives shall be as follows:
- (1) The resident acting as facilitator shall remain in that position until they resign or are otherwise removed by City Council.
 - (2) City staff members that serve as liaisons shall remain in that position for the duration of their employment with the city or until removed or replaced by the City Council.

Section 32.55 Procedural Rules and Operation

- (a) At the first meeting after being sworn into office, the Youth Advisory Commission shall elect officers to serve two-year terms. All are eligible for reelection to office during any subsequent reappointment to the Youth Advisory Commission. Officers shall consist of the following:
- (1) Chair: The person elected by the members of the Youth Advisory Commission, who is responsible for running the meetings, developing agenda items, and helping all officers with their duties.
 - (2) Vice Chair: The person elected by the members of the Youth Advisory Commission, who is responsible for running meetings when the chair is not present and helping all officers with their duties.
 - (3) Secretary: The person elected by the member of the Youth Advisory Commission, who is responsible for taking minutes and making sure the Youth Advisory Commission city staff liaisons have updated minutes.
 - (4) Historian: The person elected by the members of the Youth Advisory Commission, who is responsible for keeping track of the history of the Youth Advisory Commission, including event documentation, photography, and website content submittals.
- (b) The Youth Advisory Commission shall adopt such rules and regulations governing procedures or bylaws and will ensure that they are maintained.

- (c) The Youth Advisory Commission shall meet once each month at a regularly established time and date. All meetings of the commission shall be conducted consistent with the Open Meetings Act. Committees of the Youth Advisory Commission may meet at any time.
- (d) A quorum shall consist of a simple majority of members.
- (e) All Youth Advisory Commission meetings and records shall be subject to the Open Meetings Act.

Section 32.56 Absences

Any member who is unable to attend a meeting shall notify the chair or facilitator in advance of the meeting, stating the reason for his or her absence. Youth Advisory Commission members are allowed three unexcused absences from regular meetings. Excessive absences will cause a member's appointment to be reviewed by the Youth Advisory Commission officers and ex-officio staff, with potential presentation to the City of Hitchcock for action to remove.

Section 32.57 Removal

Members of the Youth Advisory Commission, other than the ex-officio representatives, may be removed by the City Council for inefficiency, excessive absences as defined by section 32.56, or other neglect of duty.

Section 32.58 Vacancies

Vacancies occurring on the Youth Advisory Commission, other than through the expiration of a term, shall be filled by appointment by the City Council. The original applicant pool for that year's Youth Advisory Commission should be the first source for such replacement; otherwise, new applicants may be recruited.

Section 32.59 Disposition of Revenue

All revenues derived from fundraising or other means associated with the Youth Advisory Commission, which are under the direct control of the of Hitchcock, shall be maintained by the City of Hitchcock, and deposited to the appropriate fund for utilization and support of Youth Advisory Commission related activities to the extent of citywide needs as determined by the City Council during the annual budgeting of funds for all city departments.

Acknowledgement

By signing your name below, you agree to the following:

I understand that there is a need for the youth to be involved in the community.

I understand the importance of attending scheduled meetings.

I understand that the Youth Advisory Commission will report to City Council regarding youth matters.

I agree to abide by the rules for being a member of the Youth Advisory Commission.

Signature

Date

I give permission for my child to become a member of the City of Hitchcock Youth Advisory Commission. I understand the importance of youth involvement in the community and that my child can and will abide by all rules.

Guardian's Signature

Date

Please turn the completed packet into City Hall for review and approval. The applicant will be notified if chosen to be on the commission.

Thank you for showing an interest in the City of Hitchcock.

April 26, 2022