

**R-33-2018 - A Resolution to Appoint Kita Williams to the Glenarden Youth Advisory Committee**

**City Council of the City of Glenarden, Maryland  
2017-2018 Legislation**

**Resolution: R-33-2018**  
**Introduced By: Deborah Eason, Council President**  
**Co-Sponsors: At the request of the Administration**  
**Session: Regular Session**  
**Date of Introduction: November 13, 2017**

**A Resolution to Appoint Kita Williams to the Glenarden Youth Advisory Committee**

**WHEREAS,** by Resolution R-22-2010 (Nov. 9, 2009), the Council established the Glenarden Youth Advisory Committee, which is composed of five (5) members appointed by the Mayor and approved by the City Council; and

**WHEREAS,** the Youth Advisory Committee is a Public Body and must comply with the Maryland Open Meetings Act: and

**WHEREAS,** the Commission was established to develop and recommend a plan for the City to bring programs and services to City youth; and

**WHEREAS,** the Council wishes to approve the Mayor's appointment of Kita Williams to the Youth Advisory Committee.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and City Council of the City of Glenarden, Maryland, sitting in Regular Session this **13<sup>th</sup> day of November 2017** as follows:

1. The term of office shall be two (2) years **November 13, 2017 – November 12, 2019.**
2. Kita Williams be and she is hereby approved as an appointment to the Youth Advisory Committee.
3. This Resolution shall take effect immediately following approval by the Council and a favorable background check administered by the City of Glenarden.

Date Approved: November 13, 2017

## Youth Advisory Committee By-Laws

**I. Name: Youth Advisory Committee**

**II. Purpose: To develop and implement a plan for the city to bring programs and services to City youths.**

**III. Membership Distribution List:**

Members of the Committee

Mayor and Council

**IV. Responsibilities – The Committee is responsible for:**

- A. Recommending programs and services that positively impact the lives of youth while improving on their quality of life; and
- B. Serving as a liaison between the City Administration and local youth groups that provide services to local youths.

**V. Terms:**

Committee members shall serve a two (2) year term from date of appointment.

**VI. Officers:**

A. The Committee shall annually nominate and elect a chair, vice chair, and secretary.

B. The Chair shall:

- 1. Call regular meeting as needed. If the Chair is absent, the Vice-Chair may call a meeting.
- 2. Prepare and distribute the agenda.
- 3. Preside at Committee meetings. The Vice Chair shall preside if the Chair is absent.
- 4. Ensure that meeting minutes are taken and provided to the City.
- 5. Provide reports to the City Council and Administration in accordance with the City Charter.
- 6. Attend City Council meetings as requested.
- 7. Provide the Executive Assistant with reports as requested.
- 8. Monitor the Committee's web postings to ensure they are accurate and up-to-date.
- 9. Maintain a current list of Committee members and officers and report vacancies on the Committee to the Mayor.
- 10. Hold elections for the Committee officers.

C. The Secretary shall:

- 1. Take accurate minutes (including attendance records) of each committee meeting.

2. Submit a draft of the Youth Advisory Committee minutes to the Committee Chair no less than 10 days prior to the meetings using a template provided by Executive Assistant of the Mayor's Office.
3. Ensure and verify electronic posting of approved minutes.
4. Track membership rotation and report to the Committee Chair.

**VII. Meetings:**

- A. The Youth Advisory Committee will meet as needed to plan and recommend programs and services that positively impact City youth.
- B. Meetings are called by the Chair or Vice Chair in the absence of the Chair. The Chair or Vice Chair will notify the committee members of the date, time, and location of the meeting.
- C. Meetings will be publicized as required by the Open Meetings Act.
- D. A quorum is defined as a majority of Committee members, with a minimum of three. The Committee may act upon the vote of a majority of the quorum.

**VIII. Attendance:**

- A. Regular Attendance is required to conduct a meeting; members' excessive absence will result in recommendation of replacement by the Mayor.

**IX. Amendments:**

Amendments to the by-laws may be made by a majority vote of the Committee membership and approval of the Mayor and Council.

**X. The Youth Advisory Committee as part of the general function of the City of Glenarden Governance Structure**

- A. The Youth Advisory Committee recognizes that its bylaws must be in accordance with the City of Glenarden City Charter.
- B. Fundraising will be done in accordance with City legislation.