

# MAYOR'S YOUTH ADVISORY COUNCIL



Bill Lambert  
Mayor

**Regular Meeting**  
**~Agenda~**

Jen Pfiffner  
Assistant City Supervisor

<https://www.ci.moscow.id.us/650/Mayors-Youth-Advisory-Council>

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**Monday, October 28, 2019**

**6:00 PM**

**Council Chambers**  
**206 E. 3rd St.**

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## WELCOME AND ATTENDANCE

### REGULAR AGENDA

- 1. Public Comment and Response to Previous Comments (limited to 10 minutes)**
- 2. Approval of the Mayor's Youth Advisory Council September 23, 2019 Minutes (ACTION ITEM)**

Minutes presented for approval.

**PROPOSED ACTIONS:** Approve minutes, amend minutes, or take other such action deemed appropriate.

- 3. Approval of the Mayor's Youth Advisory Council October 14, 2019 Minutes (ACTION ITEM)**

Minutes presented for approval.

**PROPOSED ACTIONS:** Approve minutes, amend minutes, or take other such action deemed appropriate.

- 4. Mayor's Youth Advisory Council By-Laws (ACTION ITEM) - Jen Pfiffner**

Proposed revisions to the By-Laws of the Mayor's Youth Advisory Council include extending voting member guidelines to expand eligibility from 11th and 12th grades to the 10th grade and designating Paradise Creek High School voting members seats to Logos High School. Additional clean-up items based on this change include terms of office for the MYAC as a whole, as well as the Executive Committee and the addition of a Past Chairperson position. Proposed revisions are included in the attached document for consideration.

**PROPOSED ACTIONS:** Approve revisions, amend revisions, or take other such action deemed appropriate.

- 5. Discussion of Upcoming Events and Needed Sub-Committees - All**

### ADJOURN

**NOTICE:** Moscow City Council and committee meetings are televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.

# MAYOR'S YOUTH ADVISORY COUNCIL



Bill Lambert  
Mayor

**Regular Meeting**  
~Minutes~

James Craig Junior,  
Chair

Tuesday  
September 23, 2019

6:00 PM

City Hall Council Chambers  
206 E 3rd Street

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**PRESENT:** James Craig, Noah Holzman, Kellen McGurkin, Marilea Canul, Rory Wilson, Brandon Allen, Zach Coulter, Gary Riedner City Supervisor, Jen Pfiffner Assistant City Supervisor

**GUEST:** Mark Johnson, Tosi

## **Regular Agenda**

Gary Riedner City Supervisor presented an overview of City of Moscow structure and operations. Full details of his presentation can be found in the attached document.

All other agenda items were tabled due to lack of time.

# MAYOR'S YOUTH ADVISORY COUNCIL



Bill Lambert  
Mayor

**Regular Meeting**  
~Minutes Draft~

Brian Plotner,  
Chair

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**Tuesday**  
**October 14, 2019**

**6:00 PM**

**City Hall Council Chambers**  
**206 E 3rd Street**

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**PRESENT:** James Craig Jr, Sophia Mangini, Noah Holzman, Kellen McGurkin, Zach Coulter, Samantha Hammes, Jackson Crapuchettes, Bill Lambert, Mayor, Jen Pfiffner, Assistant City Supervisor, Brandon Allen, Community Liaison

**Absent:** Marilea Canul, Emelia Keim, Rory Wilson, Aila Carr-Chellman, Amanda Argona, Community Event Manager

## **Regular Agenda**

Meeting called to order at 6:02 p.m

### **Approval of September 9th Meeting Minutes**

The minutes for the September 9th meeting were emailed prior to meeting. Kellen moved and Noah seconded to approve the minutes from the prior meeting. The motion approved unanimously. Samantha and Jackson where abstained from the vote.

### **Approval of the September 23 Meeting Minutes**

The September 23rd meeting was primarily a presentation from Gary Riedner explaining how Moscow's local government functions. Minutes for this meeting where not emailed prior to the meeting and therefore the discussion was tabled until members have a chance to review them: Sophia moved and Kellen seconded, approved unanimously.

## **Introductions**

With new members present, each member introduced themselves to become acquainted.

## **By-Law Amendments Approval**

Members were given the chance to review the changes made to the By-Laws set forth by Bill and Jen. The major changes were removing the Paradise Creek Regional High School positions and granting them to Logos, meaning that Logos has 6 voting members and Moscow High School has 14. Additionally, the age restriction for voting members has lowered to include sophomores. During the meeting, a few more changes were proposed. Due to these changes, the discussion was tabled until a final clean draft is presented.

## **Recruitment**

Bill will be coming to Moscow High School during their access period on October 24, all MHS students should plan on attending. Sophia will be talking to Principal Perrymen to have an announcement in the Daily Bulletin. It was also proposed that we host a basketball event at both schools. This might include buying popcorn from the concession stand so all attending fans can enjoy a free bag of popcorn provided by MYAC with an information brochure. MYAC can also inquire with the school athletic directors to host a short game during half-time and bring some sort of prize (Ex. Shirt and gift card). Jackson will be asking the Logos Athletic Director, and Sophia will be asking the Moscow High Athletic Director. Brandon Proposed that MYAC find a way to help support families in need during the holiday season, this might include working with Winco to have the free turkeys that people are rewarded for spending a certain amount possibly be donated to us and we can distribute them to other organizations. The attending members are considering putting together a float for the U of I Homecoming Parade. If anybody is interested, please contact the group.

## **Adjourned**

Kellen moved that the meeting adjourn, Noah seconded, motion passed unanimously.  
Meeting Adjourned at 6:50 p.m.

# COMMITTEE STAFF REPORT

DATE: Monday, October 28, 2019



## RESPONSIBLE STAFF

## ADDITIONAL PRESENTER(S)

## OTHER RESOURCES

## AGENDA ITEM TITLE

Mayor's Youth Advisory Council By-Laws (ACTION ITEM) - Jen Pfiffner

## DESCRIPTION

## STAFF RECOMMENDATION

## PROPOSED ACTIONS

**PROPOSED ACTIONS:** Approve revisions, amend revisions, or take other such action deemed appropriate.

## FISCAL IMPACT

## PERSONNEL IMPACT

## ATTACHMENTS

1. Moscow MYAC By Laws 10282019

**BY-LAWS  
OF THE MAYOR'S YOUTH ADVISORY  
COUNCIL OF THE CITY OF MOSCOW, IDAHO**

WHEREAS the youth of the City of Moscow, Idaho (hereinafter "the City") constitute an underutilized source of ideas, knowledge and experience with respect to the City and its affairs; and

WHEREAS the Mayor of the City of Moscow (hereinafter "the Mayor") desires and seeks input from the youth into the affairs and issues of the City through a Mayor's Youth Advisory Council; and

WHEREAS the students of Moscow High School, ~~Paradise Creek Regional High School~~, and Logos School are willing to devote their time and energy to improving the City and the community through a Mayor's Youth Advisory Council;

NOW THEREFORE, the Mayor and the City Council of the City of Moscow hereby establish the Mayor's Youth Advisory Council and adopt the following By-Laws.

**ARTICLE I. INTENT**

The intent in preparing and adopting these By-Laws is to provide a framework for organization of the Mayor's Youth Advisory Council, its actions and agenda. It is not the intent of the City, or the officers and members hereinafter described to create a legal entity of any sort including without limitation, a corporation, non-profit corporation, limited liability company, partnership nor any other business, public or quasi-public entity.

**ARTICLE II. MEETINGS**

Section 1. **Open Meetings.** Every meeting of the Mayor's Youth Advisory Council or a subcommittee shall be conducted in accordance with the Idaho Open Meetings Law and other applicable law and regulation.

Section 2. **Meeting Location.** The principal location of the Mayor's Youth Advisory Council shall be at the City of Moscow, 206 E Third Street, Moscow, Idaho 83843.

Section 3. **Regular Meetings.** The Mayor's Youth Advisory Council shall meet on the 2th and 4th Mondays of the month at 6:00 p.m. unless otherwise noticed pursuant to these By-Laws.

Section 4. **Special Meetings.** Special meetings of the members, for any purpose or purposes, may be called by the Executive Committee.

Section 5. **Notice of Meeting.** No less than a five (5) calendar day meeting notice and a forty-eight (48) hour agenda notice for Regular Meetings shall be given unless otherwise provided by statute. The notice requirement for meetings shall be satisfied by posting such notice at City Hall at least once each year. Official agenda notice location is City Hall and may also be delivered either personally, by email, or by regular mail, by or at the direction of the Chairperson, or the Secretary, to each member of record entitled to vote at such meeting. The notice of a regular or special meeting of the Mayor's Youth Advisory Council shall specify the purpose of the meeting, including amendment to these By-Laws, or business to be transacted at such meeting and the agenda to be considered.

Section 6. **Quorum.** A majority of voting members appointed to the Mayor's Youth Advisory Council shall constitute a quorum. If less than a quorum of such members is represented at a meeting, the members present shall not hold the meeting. The quorum of members present at a duly noticed meeting may continue to transact business until adjournment, including taking action upon any item set forth in the approved agenda, notwithstanding the withdrawal of enough members to leave less than a quorum. Should the votes be evenly split, the Mayor shall cast a deciding vote.

### ARTICLE III. MEMBERS

Section 1. **Voting Members.** The Mayor's Youth Advisory Council shall consist of up to twenty (20) voting members. Voting members shall be comprised of fourteen (14) members from Moscow High School, ~~two (2) member from Paradise Creek Regional High School,~~ and ~~four-six (46) member from Logos School.~~ ~~The Mayor's Youth Advisory Council may also have an unlimited number of non-voting general members.~~ Voting member positions are appointed by the Mayor and are available for all students in grades 10 -12. The Mayor's Youth Advisory Council may also have an unlimited number of non-voting general members made up of youth in grades 9 -12 also appointed by the Mayor.;

Section 2. **Non-Voting General Members.** Non-voting general members can be from Moscow High School, ~~Paradise Creek Regional High School,~~ and Logos School, and can take part in any committee they choose. General membership will be available for all students in grades 9-12 who are interested in being a part of Mayor's Youth Advisory Council.

Section 3. **Attendance.** All members shall attend regular meetings unless excused by the Chairperson.

Section 4. **Term of Office Membership.** ~~Members from each school shall designate their voting members at the first regular meeting in the fall of the new school year which designation shall last for approximately one (1) year for seniors and for two (2) years for juniors with terms ending until the first regular meeting in the fall of the following school year.~~ Members shall serve until they graduate from high school, resign, or are otherwise ineligible for membership under these By-Laws. ~~Nominees to fill vacancies on the Mayor's Youth Advisory Council voting shall be made by the existing Executive Committee member(s) from the school with the vacancy. If there is/are no Executive Committee member(s) from a school with a vacancy in~~

~~voting or alternate membership, the general members from that school shall make the nomination. Nominations are subject to selection by the Mayor and confirmation by the Mayor's Youth Advisory Council.~~

Section 5. **Termination of Membership.** Any member of the Mayor's Youth Advisory Council may resign at any time, provided, however, that for courtesy and efficiency purposes, notice of resignation shall be in writing and copies given to the Mayor and Chairperson. Any member of the Mayor's Youth Advisory Council shall be deemed to have voluntarily resigned his/her membership automatically upon the occurrence of any of the following:

- 1) Failing to be present at any four (4) or more regular meetings, unless a reasonable excuse acceptable to both the Chairperson and the Mayor is provided; and
- 2) Failing to be enrolled at Moscow High School, ~~Paradise Creek Regional High School,~~ or Logos School; and
- 3) Failing to maintain good standing at the school in which such member is enrolled; provided, however, that a graduating senior may retain membership on the Mayor's Youth Advisory Council through August following such senior's graduation.

#### **ARTICLE IV. EXECUTIVE COMMITTEE**

Section 1. **General Powers and Duties.** The business and affairs of the Mayor's Youth Advisory Council shall be managed by the Executive Committee. The Executive Committee shall be responsible for planning the agenda for the school year and for each of the regular meetings of the Mayor's Youth Advisory Council, setting and proposing potential subcommittees, and discharging any other responsibilities assigned by the Executive Committee

or determined by majority vote of a quorum of the members of the Mayor's Youth Advisory Council.

Section 2. **Number, Tenure and Qualifications.** The number of members of the Executive Committee shall be five (5) members of the Mayor's Youth Advisory Council. Executives shall be elected by secret ballot at the last regular meeting of the members of every school year, and the term of office shall be one (1) year, commencing upon election and continuing until the last regular meeting of members of the following school year and the election and qualification of successors. The executives shall be nominated from among the members of the Mayor's Youth Advisory Council, ~~Moseow High School, Paradise Creek Regional High School, or Logos School~~ and each school shall each be represented on the Executive Committee. The Executive Committee shall consist of a Chairperson, ~~a Vice-Chairperson, a Historian, a Treasurer,~~ and a Secretary, and as needed, a Past Chairperson, each of whom shall be elected by secret ballot of the voting members of the Mayor's Youth Advisory Council. ~~The Chairperson and The Vice-Chairperson shall not be from the same school as the Chairperson and the Vice-Chairperson will be in grade 11 or 10; the Chairperson shall be a senior class member and the Vice-Chairperson shall be a junior class member. In the event that a Vice-Chairperson is elected who is in grade 10, who then serves as Chairperson in grade 11, at the end of their term as Chairperson that member shall serve as a Past-Chairperson during grade 12.~~

Section 3. **Regular Meetings.** A regular meeting of the Executive Committee may be held without other notice than this by-law, during or immediately following, and at the same place as each of the regular meetings of the members. The Executive Committee shall provide, by resolution, the time and place for the holding of three (3) additional regular meetings during

the months of June, July and August immediately following the school year. Additional regular meetings shall be held at the principal office of the Mayor's Youth Advisory Council.

Section 4. **Special Meetings.** Special meetings of the Executive Committee may be called by or at the request of the Chairperson or other executive, and shall be held at the principal office of the Mayor's Youth Advisory Council.

Section 5. **Notice.** Notice of any additional or special meeting of the Executive Committee shall be given as outlined above in Article II of these ~~by-laws~~By-Laws.

Section 6. **Quorum.** A majority of the number of executives fixed by these By-Laws shall constitute a quorum for the transaction of business at any meeting of the Executive Committee, but if less than such majority is present, the attending executives shall not hold the meeting.

Section 7. **Election and Term of Office.** The executives shall be elected annually by the members at the last meeting of the school year. Nominations for Executive Committee positions can only be made by voting and/or alternate members. Each executive shall hold office until resignation or termination in the manner herein provided.

Section 8. **Vacancies.** Any vacancy occurring on the Executive Committee because of resignation, removal, and/or disqualification or otherwise shall be filled by secret ballot of a majority of the remaining voting members of the Mayor's Youth Advisory Council. An executive so elected to fill a vacancy shall be elected for the unexpired term of the predecessor in office.

Section 9. **Powers and Duties.** The powers and duties of the Executive Committee Officers shall include but are not limited to the following:

The **Chairperson** shall preside over and conduct all meetings of the Mayor's Youth Advisory Council and of the Executive Committee, determine agendas for the regular meetings of the Mayor's Youth Advisory Council and the Executive Committee, act as spokesperson for the Mayor's Youth Advisory Council, act as signatory on all documents for which the Mayor's Youth Advisory Council provides authorization to sign, delegate authority to any executive or member of the Mayor's Youth Advisory Council if circumstances so warrant, and act upon any other matters and in the manner authorized by the Mayor's Youth Advisory Council. The Mayor of the City of Moscow shall act as mentor and liaison for this position.

The **Vice-Chairperson** shall act in the place of the Chairperson upon the Chairperson's absence or inability to act as authorized herein, and take action as delegated by the Chairperson. The Vice-Chairperson shall be a junior level student and as such it is intended that the Vice-Chairperson will succeed the Chair after a year of service in the vice-chair position. The Mayor of the City of Moscow shall act as mentor and liaison for this position.

The **Historian** shall act as the record keeper of all activities of the Mayor's Youth Advisory Council, keep archives, and deal with media relations as chair of the standing Mayor's Public Relations Committee of the Mayor's Youth Advisory Council. The Assistant City Supervisor (PIO Designate) of the City of Moscow shall act as mentor and liaison for this position.

The **Treasurer** shall chair the standing Finance Committee and be responsible for all financial matters of the Mayor's Youth Advisory Council including the budget, financial reports, and books or ledgers. The Finance Director of the City of Moscow shall act as mentor and liaison for this position.

The **Secretary** shall prepare the minutes of each meeting of the Mayor's Youth Advisory Council and Executive Committee prior to the next regular meeting, prepare and mail the notices of each meeting and prepare and enclose the agendas for each meeting with the notice of such meetings. Act in the place of the Chairperson upon the Chairperson and Vice-Chairperson's absence or inability to act as authorized herein, and take action as delegated by the Chairperson. A member of the Executive Committee who fails or refuses to fulfill the duties associated with his/her position may be removed from the Executive Committee by a two-thirds (2/3) majority vote of the voting members of the Youth Advisory Council. The City Clerk of the City of Moscow shall act as mentor and liaison for this position.

The **Past Chairperson** shall act as a resource for the Executive Committee regarding past practices and other matters in order to assist the Mayor's Youth Advisory Council.

Section 10. **Agendas.** Any member of the Mayor's Youth Advisory Council may submit a request for placement of an item on the agenda to any member of the Executive Committee for consideration at the next following regular meeting. Such request shall be placed on the agenda at the discretion of the Chairperson and, if placed upon the agenda, shall be considered at a regular meeting determined by the Executive Committee, provided adequate and sufficient notice of the item for consideration has been given as set forth herein.

#### **ARTICLE V. SUBCOMMITTEES**

Section 1. **Standing Committees.** The following committees and chairs shall be standing committees, and their term shall be perpetual: the Executive Committee, Chair - MYAC Chairperson; Finance Committee - MYAC Treasurer; and the Community Engagement Committee, chair - MYAC Historian.

Section 2. **Ad Hoc Committees.** Any other subcommittees the Mayor's Youth Advisory Council determines are necessary shall be created for the limited term of the remainder of the school year and shall continue during such school year at the discretion of the Mayor's Youth Advisory Council. Such subcommittees shall be created by a majority vote of a quorum of members at any of the regular meetings of the members.

Section 3. **Attendance.** Mayor's Youth Advisory Council Members who serve on standing or ad hoc subcommittees must attend the regular meetings of the Mayor's Youth Advisory Council in addition to subcommittee meetings. It is not sufficient for compliance with Article III, Section 5 for members to attend only subcommittee meetings. Members who fail to comply with the meeting attendance requirement of Article III, Section 5 may have membership terminated without regard to subcommittee meeting attendance.

#### **ARTICLE VI. AMENDMENTS**

These By-Laws may be altered, amended, or repealed, and new By-Laws may be adopted by the Mayor's Youth Executive Council with prior approval by the Mayor of the City of Moscow, written notice to the members as provided herein; provided, however, that such alterations, amendments or repeals first be authorized by a two-thirds (2/3) vote of all voting and/or alternate members of the Mayor's Youth Advisory Council, and provided further that vote by proxy shall not be permitted.

**ARTICLE VII. ADOPTION AND EFFECTIVE DATE**

The foregoing By-Laws were regularly adopted at a meeting of the Mayor’s Youth Advisory Council, and thereafter ratified at a meeting of the City Council of the City of Moscow.

These By-Laws shall be effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**PASSED AND APPROVED** by the Mayor of the City of Moscow, Idaho, this 5th day of March, 2018.

\_\_\_\_\_  
Bill Lambert, Mayor

ATTEST:

\_\_\_\_\_  
Laurie M. Hopkins, City Clerk

\_\_\_\_\_  
Executive Committee Chairperson

\_\_\_\_\_  
Executive Committee Vice-Chairperson

\_\_\_\_\_  
Executive Committee Historian

\_\_\_\_\_  
Executive Committee Secretary

\_\_\_\_\_  
Executive Committee Treasurer