

City of Fayetteville, Arkansas

113 West Mountain Street

Fayetteville, AR 72701

(479) 575-8323



Fayetteville Youth Advisory Council Agenda

Thursday, March 28, 2024

6:00 PM

City Hall Room 111

Council Members

Alyosha Wood

Blythe Heimer

Brendan Klaus

Elizabeth Robinson

Ellyette Ceola

Grayson Brown

Katherine Hinton

Mia Alansari

Council Member D'Andre Jones

City Clerk Treasurer Kara Paxton

Deputy City Clerk Courtney Spohn

CALL TO ORDER

ROLL CALL

PROPOSED AGENDA ADDITIONS

PRESENTATION/REPORT

- 1. OATH OF OFFICE - ALYOSHA WOOD**
- 2. INTRODUCTION OF CITY CLERK/TREASURER - KARA PAXTON**
- 3. CITY OF FAYETTEVILLE COMPOST PROGRAM PRESENTATION - HEATHER ELLZEY**
- 4. FREEDOM OF INFORMATION ACT PRESENTATION - HANNAH HUNGATE**

A. UNFINISHED BUSINESS

B. NEW BUSINESS

B.1. APPROVAL OF FAYETTEVILLE YOUTH ADVISORY COUNCIL BYLAWS

AN AGENDA ITEM FOR THE FAYETTEVILLE YOUTH ADVISORY COUNCIL MEMBERS TO APPROVE THEIR BYLAWS. (2024-1864)

B.2. ELECTION OF CHAIRPERSON

AN AGENDA ITEM FOR THE FAYETTEVILLE YOUTH ADVISORY COUNCIL TO ELECT THEIR CHAIRPERSON. (2024-1865)

B.3. ELECTION OF VICE CHAIRPERSON

AN AGENDA ITEM FOR THE FAYETTEVILLE YOUTH ADVISORY COUNCIL TO ELECT THEIR VICE CHAIRPERSON. (2024-1866)

B.4. ELECTION OF SECRETARY

AN AGENDA ITEM FOR THE FAYETTEVILLE YOUTH ADVISORY COUNCIL TO ELECT THEIR SECRETARY. (2024-1867)

B.5. ELECTION OF COMMUNITY OUTREACH CHAIR

AN AGENDA ITEM FOR THE FAYETTEVILLE YOUTH ADVISORY COUNCIL TO ELECT THEIR COMMUNITY OUTREACH CHAIR. (2024-1868)

B.6. ELECTION OF HISTORIAN CHAIR

AN AGENDA ITEM FOR THE FAYETTEVILLE YOUTH ADVISORY COUNCIL
TO ELECT THEIR HISTORIAN CHAIR. (2024-1869)

B.7. ELECTION OF SPECIAL EVENTS CHAIR

AN AGENDA ITEM FOR THE FAYETTEVILLE YOUTH ADVISORY COUNCIL
TO ELECT THEIR SPECIAL EVENTS CHAIR. (2024-1870)

B.8. ELECTION OF YOUTH CONNECTION CHAIR

AN AGENDA ITEM FOR THE FAYETTEVILLE YOUTH ADVISORY COUNCIL
TO ELECT THEIR YOUTH CONNECTION CHAIR. (2024-1871)

B.9. ELECTION OF ENVIRONMENTAL ACTION AND SUSTAINABILITY CHAIR

AN AGENDA ITEM FOR THE FAYETTEVILLE YOUTH ADVISORY COUNCIL
TO ELECT THEIR ENVIRONMENTAL ACTION AND SUSTAINABILITY CHAIR.
(2024-1872)

C. ANNOUNCEMENTS

D. ADJOURNMENT



MEETING OF MARCH 28, 2024

TO: Mayor Jordan and City Council

THRU:

FROM:

SUBJECT: FAYETTEVILLE YOUTH ADVISORY COUNCIL BYLAWS

RECOMMENDATION:

BACKGROUND:

DISCUSSION:

BUDGET/STAFF IMPACT:

ATTACHMENTS: Fayetteville Youth Advisory Council Bylaws 2024

Fayetteville Youth Advisory Council Bylaws

Article I

Membership

Section 1 – Representation

The Fayetteville Youth Advisory Council shall seek in its membership a diverse representation reflecting the City of Fayetteville.

Section 2 – Membership Qualifications

All members must live within the city limits of Fayetteville and must be between the grades of 9-12.

Section 3 – Term Limits

Terms shall be for two years, or until the student transfers or graduates from high school. Members may re-apply provided they remain within the geographical and grade limits of the membership qualifications.

Section 4 – Application Process

Members of the Fayetteville Youth Advisory Council shall be chosen through an application process. Interested parties shall complete a simple application form. The Nominating Committee shall review the application and select members for the Fayetteville Youth Advisory Council that will then be approved by the Fayetteville City Council.

Section 5 – Appointment of Members

Members of the Nominating Committee shall appoint the members of the Fayetteville Youth Advisory Council, subject to approval by the City Council.

Section 6 – Conduct

Each member of the Fayetteville Youth Advisory Council must conduct themselves in a positive, friendly and law-abiding manner at all times. Unruly, illegal or abusive behavior will not be tolerated and is grounds for dismissal from the Fayetteville Youth Advisory Council.

Article II

Positions

Section 1 – Offices

The City Clerk Treasurer shall serve as temporary chair for the purposes of presiding over the election of the Fayetteville Youth Advisory Council Chairperson. The Fayetteville Youth Advisory Council shall elect from its members a Chairperson, Vice Chairperson, Secretary, Community Outreach Chair, Historian Chair, Special Events Chair, Youth Connection Chair and Environmental Action and Sustainability Chair. The candidate receiving a majority vote of the Fayetteville Youth Advisory Council members shall be elected.

Section 2 – Officer Duties

The duties of the officers shall be as follows:

- A. The Chairperson shall call the meetings to order and preside over the meetings of the Fayetteville Youth Advisory Council. They shall be charged with the administration of the affairs of the Fayetteville Youth Advisory Council with assistance from the Office of the City Clerk Treasurer. The Chairperson shall perform such other duties as provided by these bylaws or by rule of the Fayetteville Youth Advisory Council.
- B. The Vice Chairperson shall perform the duties and exercise the power of the Chairperson during the Chairperson's absence and arrange for guest speakers as deemed appropriate by the Fayetteville Youth Advisory Council.
- C. The Secretary shall determine a quorum for the meeting, conduct the roll call at the start of the meeting, record any voting and shall preside over the meetings of the Fayetteville Youth Advisory Council and perform the duties and exercise the power of the Chairperson during the absence of both the Chairperson and the Vice Chairperson. The secretary shall also record the minutes of the meeting.
- D. The Community Outreach Chair will research volunteer opportunities and host any events.
- E. The Historian Chair will photograph events, maintain a digital portfolio and consolidate any information the council wishes to preserve.
- F. The Special Events Chair shall coordinate icebreaker events if deemed necessary at the start of the meetings and help organize events.
- G. The Youth Connection Chair shall connect with the local youth to gather ideas and concerns.
- H. The Environmental Action and Sustainability Chair shall attend Environmental Action Committee Meetings if deemed necessary and provide a report to the Youth Advisory Council. They will bring forward and research environmentally friendly ideas.

Section 3 – Election of Officers

The officers of the Fayetteville Youth Advisory Council shall be elected annually. The officers of the Fayetteville Youth Advisory Council shall be elected by a majority vote amongst the voting members present.

Section 4 – Term of Officers

The term of all offices provided for in Article II hereof shall be for one year. However, all officers shall continue to hold office until their successors are elected. Officers of the Fayetteville Youth Advisory Council shall be elected at the first Fayetteville Youth Advisory Council meeting held in April of each calendar year.

Section 5 – Vacancies of Officers

Should a vacancy occur in an office of the Fayetteville Youth Advisory Council by resignation, removal or some other reason, the office shall be filled by an election for the vacant office at the next regular meeting of the Fayetteville Youth Advisory Council.

Article III

Meetings

Section 1 – Regular Meetings

Regular meetings of the Fayetteville Youth Advisory Council shall be held once a month. The principal meeting place for the Fayetteville Youth Advisory Council shall be the City of Fayetteville City Hall, Room 111. Robert's Rules of Order shall govern the proceedings of the Fayetteville Youth Advisory Council in all cases to which they are applicable, and in which they are not inconsistent with these bylaws. Matters for consideration by the Fayetteville Youth Advisory Council shall be presented only at the Fayetteville Youth Advisory Council meetings. Before convening a meeting of the Fayetteville Youth Advisory Council, the Chairperson of the Fayetteville Youth Advisory Council shall inform the Office of the City Clerk Treasurer of the subject matter of the meeting.

The Office of the City Clerk Treasurer shall give public notice of the meeting in accordance with the requirements of the Arkansas Freedom of Information Act. This notice shall include posting on the city's official website.

Section 2 – Special Meetings

Special meetings may be called at the request of the Chairperson. Requests for special meetings shall be sent via electronic mail, or by telephone, to the Office of the City Clerk Treasurer at least 48 hours before the time of the meeting. This request shall include the reason or reasons for requesting the special meeting. The Office of the City Clerk Treasurer

shall notify every member of the Fayetteville Youth Advisory Council via electronic mail or by telephone. No subjects other than those stated in the notice shall be considered at the special meeting.

Section 3 – Open Meetings

All meetings of the Fayetteville Youth Advisory Council shall be open to the public and be subject to all requirements of the Arkansas Freedom of Information Act.

Section 4 – Quorum

The presence of five Fayetteville Youth Advisory Council members shall constitute a quorum for a meeting of the Fayetteville Youth Advisory Council. A quorum is necessary to transact official business at any meeting.

Section 5 – Voting

The affirmative vote of a majority of the members present shall be necessary to adopt a recommendation to be forwarded to the Fayetteville Youth Advisory Council for review and/or possible action.

Section 6 – Order of Business

The Chairperson of the Fayetteville Youth Advisory Council shall, when present, call the members of the Fayetteville Youth Advisory Council to order. Before proceeding to business, the roll of the members shall be called, and the names of those present (and absent) entered in the minutes. If a quorum is present, the order of the business shall be:

- A. Roll Call
- B. Presentations/Reports
- C. Approval of the minutes of the previous meeting.
- D. Unfinished Business.
- E. New Business.
- F. Announcements.
- G. Adjournment.

Section 7 – Recordings of Meetings

The proceedings of the Fayetteville Youth Advisory Council shall be recorded by the Secretary. Records shall be preserved in accordance with the record retention schedule established by the Office of the City Clerk Treasurer.

Section 8 – Conduct of Members

No member of the Fayetteville Youth Advisory Council shall interfere with the orderly progress of the meeting, including by leaving their seat or engaging in unnecessary

conversation. Any member engaging in unprofessional conduct shall be reported to the City Council.

Section 9 – Attendance

Attendance at regular Fayetteville Youth Advisory Council meetings is expected from all members. If a member cannot attend, the member shall notify the Office of the City Clerk Treasurer who shall notify the Chairperson of the Fayetteville Youth Advisory Council. Any member who fails to appear and answer their name when the roll is called at any regular meeting or special meeting shall be recorded as absent. All members of the Fayetteville Youth Advisory Council shall adhere to the attendance requirements as listed in Section 33.331 of the Fayetteville City Code.

Article IV Arkansas Freedom of Information Act

Section 1 – Compliance with FOIA

Members of the Fayetteville Youth Advisory Council acknowledge that all minutes, recordings, emails, memoranda, and other items documenting the official activities of the Fayetteville Youth Advisory Council are subject to disclosure under the Arkansas Freedom of Information Act. When requested by City of Fayetteville staff, members of the Fayetteville Youth Advisory Council shall promptly produce all documentation necessary to comply with Freedom of Information Act requests.

Article V Reports

Section 1 – Annual Report to the Fayetteville Youth Advisory Council

The Chairperson or their designee shall make a report to the City Council of the activities and business of the Fayetteville Youth Advisory Council at least once each calendar year.

Article VI Role of the Council

Section 1 – Bylaws and Amendments

The bylaws of the Fayetteville Youth Advisory Council shall be reviewed once each year. The bylaws may be amended at a regular stated meeting provided two-thirds of the members of the Fayetteville Youth Advisory Council approve the amendment in a roll call vote, providing further that the amendment is part of the agenda for the meeting and the membership has been notified in writing.

Updated 3/20/2024

Adopted on the 28th day of March, 2024.

Chairperson

Secretary



MEETING OF MARCH 28, 2024

TO: Mayor Jordan and City Council

THRU:

FROM:

SUBJECT: ELECTION OF CHAIRPERSON - FAYETTEVILLE YOUTH ADVISORY COUNCIL

RECOMMENDATION:

BACKGROUND:

DISCUSSION:

BUDGET/STAFF IMPACT:

ATTACHMENTS:



MEETING OF MARCH 28, 2024

TO: Mayor Jordan and City Council

THRU:

FROM:

SUBJECT: ELECTION OF VICE CHAIRPERSON - FAYETTEVILLE YOUTH ADVISORY COUNCIL

RECOMMENDATION:

BACKGROUND:

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BUDGET/STAFF IMPACT:

ATTACHMENTS:



MEETING OF MARCH 28, 2024

TO: Mayor Jordan and City Council

THRU:

FROM:

SUBJECT: ELECTION OF SECRETARY - FAYETTEVILLE YOUTH ADVISORY COUNCIL

RECOMMENDATION:

BACKGROUND:

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BUDGET/STAFF IMPACT:

ATTACHMENTS:



MEETING OF MARCH 28, 2024

TO: Mayor Jordan and City Council

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FROM:

SUBJECT: ELECTION OF COMMUNITY OUTREACH CHAIR - FAYETTEVILLE YOUTH ADVISORY COUNCIL

RECOMMENDATION:

BACKGROUND:

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BUDGET/STAFF IMPACT:

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MEETING OF MARCH 28, 2024

TO: Mayor Jordan and City Council

THRU:

FROM:

SUBJECT: ELECTION OF HISTORIAN CHAIR - FAYETTEVILLE YOUTH ADVISORY COUNCIL

RECOMMENDATION:

BACKGROUND:

DISCUSSION:

BUDGET/STAFF IMPACT:

ATTACHMENTS:



MEETING OF MARCH 28, 2024

TO: Mayor Jordan and City Council

THRU:

FROM:

SUBJECT: ELECTION OF SPECIAL EVENTS CHAIR - FAYETTEVILLE YOUTH ADVISORY COUNCIL

RECOMMENDATION:

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MEETING OF MARCH 28, 2024

TO: Mayor Jordan and City Council

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SUBJECT: ELECTION OF YOUTH CONNECTION CHAIR - FAYETTEVILLE YOUTH ADVISORY COUNCIL

RECOMMENDATION:

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CITY OF
FAYETTEVILLE
ARKANSAS

CITY COUNCIL MEMO

2024-1872

MEETING OF MARCH 28, 2024

TO: Mayor Jordan and City Council

THRU:

FROM:

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