

**KENNEDALE YOUTH ADVISORY COUNCIL
AGENDA
REGULAR MEETING
August 5, 2013
CITY HALL CONFERENCE ROOM, 405 MUNICIPAL DRIVE
REGULAR SESSION - 3:00 PM**

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES APPROVAL

IV. REPORTS/ANNOUNCEMENTS

- A. Updates from city staff.
- B. Updates from councilmembers.

V. REGULAR ITEMS

- A. Discuss the mission and vision of the YAC for the 2013-2014 year.
- B. Discuss potential projects for the 2013-2014 year.
- C. Discuss proper parliamentary procedures.
- D. Financial report.
- E. Discuss the duties and appointment process for Officers.
- F. Discuss changing the regular meeting date and time of the YAC.

VI. ADJOURNMENT

In compliance with the Americans with Disabilities Act, the City of Kennedale will provide for reasonable accommodations for persons attending City Council meetings. This building is wheelchair accessible, and parking spaces for disabled citizens are available. Requests for sign interpreter services must be made forty-eight (48) hours prior to the meetings. Please contact Amethyst Cirimo, City Secretary, at 817.985.2104 or (TDD) 1.800.735.2989

CERTIFICATION

I certify that a copy of the August 5, 2013, agenda was posted on the City Hall bulletin board next to the main entrance of the City Hall building, 405 Municipal Drive, of the City of Kennedale, Texas, in a place convenient and readily accessible to the general public at all times and said agenda was posted at least 72 hours preceding the schedule time of said meeting, in accordance with Chapter 551 of the Texas Government Code.

A handwritten signature in black ink that reads "Amethyst G. Cirno". The script is cursive and fluid, with the first name being the most prominent.

Amethyst G. Cirno, City Secretary



Date: August 5, 2013

Agenda Item No: REPORTS/ANNOUNCEMENTS - A.

I. Subject:

Updates from city staff.

II. Originated by:

Amethyst G. Cirimo, City Secretary and Communications Coordinator

III. Summary:

At this time city staff will provide updates on city happenings, events, and other details.

- The next City Council meeting will take place on Thursday, August 8th.
- The City Council will be holding the annual day-long budget workshop on Friday, August 9th from 8am to 5pm in City Hall.
- This year's summit will be held in Rockwall, TX on February 22-23. As the conference is in the North Texas region this year, we will likely be able to attend. More information will be available in the fall.

IV. Recommendation:

None

V. Alternative Actions:

VI. Attachments:



Date: August 5, 2013

Agenda Item No: REPORTS/ANNOUNCEMENTS - B.

I. Subject:

Updates from councilmembers.

II. Originated by:

Amethyst G. Cirimo, City Secretary and Communications Coordinator

III. Summary:

At this time YAC members may provide updates on projects, initiatives, the community, the city, etc.

For this initial meeting we will go around the table and discuss our individual expectations for the YAC this year.

IV. Recommendation:

None

V. Alternative Actions:

VI. Attachments:



Date: August 5, 2013

Agenda Item No: REGULAR ITEMS - A.

I. Subject:

Discuss the mission and vision of the YAC for the 2013-2014 year.

II. Originated by:

Amethyst G. Cirimo, City Secretary and Communications Coordinator

III. Summary:

As this is the first year of the YAC in its new form, the current members will need to discuss and decide on their mission and goals for this year. This discussion will begin today.

Please take a look at the attached Ordinance establishing the YAC. The information in the ordinance will provide us with guidance as to what City Council has tasked us to do. From there we can begin to mold our plans for this year.

IV. Recommendation:

None

V. Alternative Actions:

VI. Attachments:

1.	O514	O514.pdf
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ORDINANCE NO. 514

AN ORDINANCE AMENDING CHAPTER 16 OF THE CODE OF ORDINANCES OF THE CITY OF KENNEDALE, TEXAS BY ADDING A NEW ARTICLE IX CREATING A YOUTH ADVISORY COUNCIL; PROVIDING FOR DUTIES, MEMBERSHIP QUALIFICATIONS, APPOINTMENTS, OFFICERS, MEETINGS, RULES, TERMS, ABSENCES, REMOVAL, VACNCIES, COMPENSATION, AND DISPENSATION OF REVENUES; PROVIDING THAT THIS ORDINANCE IS CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERALBILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Kennedale City Council wishes to provide opportunities for youth to be active, informed, and empowered in public service and in government; and

WHEREAS, the Kennedale City Council believes that active youth will positively contribute to the Council's goal of enhancing our family-friendly community by identifying and addressing issues related to youth; and

WHEREAS, in an effort to realize its commitment to youth, the City wishes to establish a Youth Advisory Council.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KENNEDALE, TEXAS, AS FOLLOWS:

SECTION 1.

The Kennedale City Code is hereby amended by adding an Article IX, "YOUTH ADVISORY COUNCIL" to Chapter 16, "PARKS, RECREATION AND CULTURAL ACTIVITIES," which shall read as follows:

ARTICLE IX: YOUTH ADVISORY COUNCIL

Sec. 16-109. Creation and purpose.

(a) There is hereby created and established a Youth Advisory Council (YAC) to be composed of fifteen (15) regular members. Such council shall be officially designated as the Youth Advisory Council of the City of Kennedale, Texas.

(b) The YAC shall study, investigate, plan, implement, and advise the city of matters related to youth. Specifically, the YAC is assigned with identifying areas for improvement related to youth, including developing programs and services that empower, support, and inform youth; that create a family-friendly community; and that enable and encourage youth to be productive members of the community. The YAC shall serve as an advisory body to the city on all matters that relate to youth.

Sec. 16-110. Duties and responsibilities.

(a) The YAC shall have all the powers granted herein and shall perform all duties as provided herein.

(b) The YAC 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 YAC shall work with the city council and city staff to develop and implement policies that focus on youth.

(d) The YAC shall advise the city council and city staff on important issues that relate to youth.

(e) The YAC shall facilitate the planning and organization of community events and meetings related to youth.

(f) The YAC shall build partnerships with individuals, groups, and organizations that impact both youth and families.

(g) The YAC shall partner with individuals, groups, and organizations in the planning and implementation of services, supports, and opportunities that impact both youth and families.

(h) The YAC shall carry out and implement other directives from the Mayor, city council, and city staff.

Sec. 16-111. Membership.

(a) The YAC shall consist of fifteen (15) voting members, who broadly represent the diversity of thought and experience of Kennedale youth. The fifteen voting members shall be between the ages of 15 and 19. These members shall meet at least one of the following qualifications:

- (1) Reside within the corporate boundaries of the City of Kennedale; or
- (2) Reside within the boundaries of the Kennedale Independent School District; or
- (3) Attend a state-recognized school or homeschool within the corporate boundaries of the City of Kennedale.

- (b) The following may be ex-officio, non-voting members of the YAC:
 - (1) One (1) resident affiliated with Kennedale youth, appointed by the city council to serve as facilitator to the YAC.
 - (2) One (1) city staff member appointed by the city manager to serve as a non-voting, staff liaison to the YAC.

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

Sec. 16-112. Application and appointment process.

(a) Any interested individual who meets the qualifications set in Section 16-111 may indicate interest in serving on the YAC 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 to the appropriate offices at all schools.
- (2) Applicants for initial appointment must submit two (2) letters 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 YAC. This is not necessary for applicants wishing to be reappointed.

(b) All applications will be initially reviewed by the ex-officio members of the YAC. Selected applications will be given to city council for review. Appointments will be made by the city council.

Sec. 16-113. Terms of office.

(a) All terms of office for all YAC members shall be one (1) year and will begin on June 1 and end May 31, with the option of applying for reappointment until the student has graduated from high school. Reappointments will be based on past participation in and commitment to YAC activities.

(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 Council

- (2) The city staff member acting as liaison shall remain in that position for the duration of their employment with the city or until removed or replaced by council.

Sec. 16-114. Procedural rules and operation.

(a) At the first meeting after being sworn into office, the YAC shall elect officers to serve one (1) year terms. All are eligible for reelection to office during any subsequent reappointment to the YAC. Officers shall consist of the following:

- (1) *Chair*: The person, elected by the members of the YAC, who is responsible for running meetings, developing agenda items, and helping all officers with their duties.
- (2) *Vice Chair*: The person, elected by the members of the YAC, 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 members of the YAC, who is responsible for taking minutes and making sure the YAC city staff liaison has the updated minutes.
- (4) *Historian*: The person, elected by the members of the YAC, who is responsible for keeping track of the history of the YAC, including event documentation, photography, and website content submittal.

(b) The YAC shall adopt such rules and regulations governing procedures (bylaws), and will ensure that they are maintained.

(c) The YAC shall meet once each month at a regularly established time and date. All meetings of the YAC shall be conducted consistent with the City of Kennedale Charter and the City of Kennedale Municipal Code. Committees of the YAC may meet at any time.

(d) A quorum shall consist of a simple majority of members

(e) All YAC meetings and records shall be public subject to applicable state law.

Sec. 16-115. 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. YAC members are permitted three (3) unexcused absences from regular meetings. Excessive absences will cause a member's appointment to be reviewed by the YAC officers and ex-officio staff, with potential presentation to the City Council for action to remove.

Sec. 16-116. Removal.

Members of the YAC, other than the ex-officio representatives, may be removed by the city council for inefficiency, excessive absence as defined in Section 16-115, or other neglect of duty.

Sec. 116-117. Compensation.

The members of the YAC shall regularly attend meetings of the YAC and shall receive ten dollars (\$10.00) for each scheduled YAC meeting duly attended as compensation for performance of their duties.

Sec. 16-118. Vacancies.

Vacancies occurring on the YAC, 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 YAC should be the first source for such a replacement; otherwise new applicants may be recruited.

Sec. 16-119. Disposition of revenue.

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

**SECTION 2.
CUMULATIVE**

This Ordinance shall be cumulative of all other ordinances of the City of Kennedale, and shall not repeal any of the provisions of such ordinances except in those instances when provisions of such ordinances are in direct conflict with the provisions of this ordinance, in which event the conflicting provisions of such ordinances are hereby repealed.

**SECTION 3.
SEVERABLE**

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of the ordinance are severable, and if any of the remaining phrases, clauses, sentences, paragraphs, or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph, or section.

**SECTION 4.
EFFECTIVE DATE**

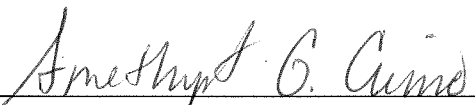
This ordinance shall be in full force and effect from and after its passage and it is so ordained.

PASSED, APPROVED, AND ADOPTED this the 10th day of January 2013.



MAYOR, JOHN CLARK

ATTEST:



AMETHYST G. CIRIMO, CITY SECRETARY

APPROVED AS TO FORM AND LEGALITY:



WAYNE K. OLSON, CITY ATTORNEY





Date: August 5, 2013

Agenda Item No: REGULAR ITEMS - B.

I. Subject:

Discuss potential projects for the 2013-2014 year.

II. Originated by:

Amethyst G. Cirimo, City Secretary and Communications Coordinator

III. Summary:

Based on the discussion of the YAC's mission, we need to begin discussing projects for this year. Ideas from city staff and City Council include the following:

- Work with KKB on recycling initiatives
- Research recreation opportunities for Kennedale
- Develop surveys related to youth perspective on Kennedale's issues
- Research ideas to beautify or redevelop specific areas of the city
- Discuss fundraising ideas
- Senior Center talent/variety show
- Discuss your ideas!

IV. Recommendation:

None

V. Alternative Actions:

VI. Attachments:



Date: August 5, 2013

Agenda Item No: REGULAR ITEMS - C.

I. Subject:

Discuss proper parliamentary procedures.

II. Originated by:

Amethyst G. Cirimo, City Secretary and Communications Coordinator

III. Summary:

As an official City of Kennedale board, we will be learning and practicing the proper use of parliamentary procedures during our meetings. These include how to make motions, vote on agenda items, officially ask questions, etc. We will discuss and utilize these throughout the year.

Kennedale's approved procedures are attached. The YAC will be following a very abbreviated version of these rules.

IV. Recommendation:

V. Alternative Actions:

VI. Attachments:

1.	Parliamentary Procedures	Parliamentary Procedures.pdf
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Parliamentary Procedures

FOR THE CITY OF KENNEDALE



The City of Kennedale is dedicated to excellent service and development for its residents. In order to conduct effective meetings, the City Council has adopted the following set of parliamentary procedures. These procedures are supported by the following four principles:

- 1. Rules should establish order.** The first purpose of the rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
- 2. Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate and those who do not fully understand and do not fully participate.
- 3. Rules should be user friendly.** That is, the rules must be simple enough that citizens feel they have been able to participate in the process.
- 4. Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of the rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, the majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process.

The Mayor or Board Chair Should Take a Back Seat During Discussions

While all members of the governing body should know and understand the rules of parliamentary procedures, it is the Mayor

or Board Chair that is charged with applying the rules of conduct. The Mayor or Chair should be well versed in those rules, because the Mayor/Chair, for all intents and purposes, makes the final ruling on the rules. In fact, all decisions by the Mayor/Chair are final unless overruled by the governing body or board itself.

Because the Mayor/Chair conducts the meeting, it is common courtesy for him or her to take a less active role than other members of the body in debates and discussions. This does *not* mean that the Mayor/Chair should not participate in the debate or discussion. On the contrary, as a member of the body, the Mayor/Chair has full rights to participate in the debates, discussions and decision-making. The Mayor/Chair should, however, strive to be the last to speak at the discussion and debate stage, and should not make or second a motion unless he or she is convinced that no other member of the body will do so.

The Basic Format for an Agenda Item Discussion

Meetings have a written published agenda, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon road map for the meeting. And each agenda item can be handled by the Mayor/Chair in the following basic format.

1st the Mayor/Chair should clearly announce the agenda item number and should clearly state what the subject is. The Mayor/Chair should then announce the format that will be followed.

2nd following that agenda format, the Mayor/Chair should invite the appropriate individuals to report on the item, including any recommendation they might have. The appropriate individual may be the Mayor/Chair, a member of the governing body, a staff person, or a committee chair charged with providing information about the agenda item.

3rd the Mayor/Chair should ask members of the body if they have any technical questions for clarification. At this point, members of the governing body may ask clarifying questions to the people who reported on the item, and they should be given time to respond.

4th if the item includes a public hearing, the Mayor/Chair should invite public comments at the appropriate time. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of each public speaker. At the conclusion of the public comments, the Mayor/Chair should announce that the public hearing has closed.

5th the Mayor/Chair should invite a motion from the governing body

members. The Mayor/chair should announce the name of the member who makes the motion.

6th the Mayor/Chair should determine if any member of the body wishes to second the motion. The Mayor/Chair should announce the name of the member who seconds the motions. It is normally a good practice for a motion to require a second before proceeding with

it, to ensure that it not just one member of the body who is interested in a particular approach. If there is no second to the motion, the Mayor/Chair must ask three additional times before the motion is dismissed.

7th if the motion is made and seconded, the Mayor/Chair should make sure everyone understands the motion. This is done in one of three ways:

1. The Mayor/Chair can ask the maker of the motion to repeat it;
2. The Mayor/Chair can repeat the motion; or
3. The Mayor/Chair can ask the secretary of the body to repeat the motion

8th the Mayor/Chair should now invite discussion of the motion by the member of the governing body. If there is no desired discussion or the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or a very brief discussion, the vote should proceed immediately, and there is no need to repeat the motion. If there has been substantial discussion, it is normally best to make sure everyone understands the motion by repeating it.

9th the Mayor/Chair takes a vote. Votes are typically done by a show of hands or by using the vote button. If members of the body do not vote, then they “abstain” and not state the reason for abstaining from the vote. Unless the rules of the body provide otherwise or unless a majority determines whether the motion passes or is defeated.

10th the Mayor/Chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the Mayor/Chair should indicate the names of the members, if any, who voted in the minority on the motion. This announcement might take the following

form: “The motion passes by a vote of 3 -2, with Smith and Jones dissenting. We have passed the motion requiring 10 days’ notice for all future meetings of this governing body.”

The Two Basic Motions

Three motions are the most common:

- 1. The basic motion.** The basic motion is the one that puts forward a decision for consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”
- 2. The motion to amend.** A motion to amend takes the basic motion that is before the body and seeks to change it in some way. If a member wants to change a motion that is already under discussion, he or she must request an amendment through the individual who made the original motion. A motion to amend might be: “I would like to amend my motion to have a 10-member committee.”

When Multiple Motions Are Before The Governing Body

Up to three motions may be on the floor simultaneously. The Mayor/Chair may reject a fourth motion until the three that are on the floor have been resolved.

When two or three motions are on the floor (after motions are seconded) at the same time, the first vote should be on the *last* motion made. So for example, assume the *first* motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a *second* motion to “amend my motion to have a 10-member committee, not a five-member committee, to plan and put on our

annual fundraiser.” And perhaps, after further discussion, a member makes yet another motion “to amend my motion that we not have an annual fundraiser this year.” The proper procedure would be as follows.

First, the Mayor/Chair would deal with the *third* (the last) motion on the floor (the second amended motion). After discussion and debate, a vote would be taken first on the *third* motion. If this motion *passes*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be complete. No vote would be taken on the *first* or *second* motions.

On the other hand, if the second motion to amend *fails*, the Mayor/Chair would proceed to consideration of the *second* (now the last) motion on the floor (the first motion to amend). The discussion and debate would focus strictly on the first motion to amend (should the committee be five or 10 members). If the first motion to amend *passes*, it would be a substitute for the basic motion and would eliminate it. The *first* motion would be moot and the action on the agenda item would be complete.

If the first motion to amend *fails*, the Mayor/Chair would now move to consider the main motion (the first motion) in its original format, not amended. And the questions on the floor for discussion and decision would be whether a five-member committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and other motions are all eligible, each in their turn, for full discussion before and by the body. The

debate can continue as long as members of the body wish to discuss an item, subject to the decision of the Mayor/Chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the Mayor/Chair must immediately call for a vote of the body without debate on the motion):

A motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.

A motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the Mayor/Chair determines the length of the recess, which may range from a few minutes to an hour. It requires a simple majority vote.

A motion to fix the time to adjourn. This motion if passed, requires the body to adjourn the meeting at the specific time set in the motion. For examples, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold." The motion may contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October;" or the motion may seek to delay an item until after a certain occurrence: "I move to table this item until the Planning and Zoning Commission has made a recommendation." If the motion to table contains no specific time for the

return of the item, the item will be posted for consideration at the next regular meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the questions" or "I call for the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the Mayor/Chair should ask for a second to the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body. Note that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format the motion to limit debate requires a two-thirds vote of the body (normally four votes for Council and five votes for a seven member board). A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super-Majority Votes

In a democracy, decisions are made with a simple majority vote. A tie vote means the motion fails. For example, in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority but there are a few exceptions. The exceptions occur when the body is taking an action that effectively cuts off the ability of a minority of the body to take an action or discuss an item. The extraordinary motions require a two-

thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," "I move the question," "I call for the question" or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenant of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if the Mayor places the item on a future agenda.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider.

First is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. In order to be considered at the very next meeting, a motion to reconsider must be properly posted in accordance with the Open Meetings Law. Moreover, a motion to reconsider may not be used to reconsider any item that requires special notice or public hearing procedures that cannot be met by reconsideration.

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted *in the majority* on the original motion. If such a member has

a change of heart, he or she may make the motion to reconsider (any other member of the body may second the motion). If a member who voted *in the minority* seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the member of the body and the members of the public can attend to business efficiently, fairly and with full participation. And at the same time, it is up to the Mayor/Chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the Mayor/Chair before proceeding to speak.

The Mayor/Chair should always ensure that debate and discussion of an agenda item focus on the item and the policy in question, not on the personalities of the members of the body. Debate on policy is healthy; debate on personalities is not. The Mayor/Chair has the right to cut off discussion that is too personal, too loud, or too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the Mayor/Chair may, however, limit the time allotted to speakers, including members of the

body. Can a member of the body interrupt the speaker? The general rule is no. There are, however, exceptions. A speaker may be interrupted for the following reasons:

Order. The proper interruptions would be: "Point of order." Again, the Mayor/Chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting; for example if the Mayor/Chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the Mayor/Chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the Mayor/Chair. If the motion is seconded and after debate, if it passes by a simple majority vote, then the ruling of the Mayor/Chair is deemed reversed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the Mayor/Chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined here help make meetings very public-friendly. But in addition, and particularly for the Mayor/Chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.

Public input is essential to a health democracy, and community participation during the Visitor/Citizens Forums and Public Hearings is an important element of that input. The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while staying on task and maintaining focus on overarching policy goals and community vision.

We hope that these parliamentary procedures will be useful and effective in maintaining a highly transparent process for all of the city's governing and advisory bodies and will allow all board and commission members to function as effectively as possible.

Thank you for your service to the city of
Kennedale

These parliamentary procedures are based on both Rosenberg's Rule of Order and Robert's Rule of Order.



Date: August 5, 2013

Agenda Item No: REGULAR ITEMS - D.

I. Subject:

Financial report.

II. Originated by:

Amethyst G. Cirimo, City Secretary and Communications Coordinator

III. Summary:

Please see the financial report attached.

The YAC currently has \$7,706.59

We will have an update of this report each month.

IV. Recommendation:

None

V. Alternative Actions:

VI. Attachments:

Date: August 5, 2013

Agenda Item No: REGULAR ITEMS - E.

I. Subject:

Discuss the duties and appointment process for Officers.

II. Originated by:

Amethyst G. Cirimo, City Secretary and Communications Coordinator

III. Summary:

At next month's meeting (September 2013), we will be nominating and appointing members to serve as Chair, Vice Chair, Secretary, and Historian. We will discuss the duties of each office, which will allow all members to spend some time over the next month thinking about who may fit these positions best.

Duties of each position are as follows:

- Chair: The person, elected by the members of the YAC, who is responsible for running meetings, developing agenda items, and helping all officers with their duties.
- Vice Chair: The person, elected by the members of the YAC, who is responsible for running meetings when the Chair is not present and helping all officers with their duties.
- Secretary: The person, elected by the members of the YAC, who is responsible for taking minutes and making sure the YAC city staff liaison has the updated minutes.
- Historian: The person, elected by the members of the YAC, who is responsible for keeping track of the history of the YAC, including event documentation, photography, and website content submittal.

IV. Recommendation:

None

V. Alternative Actions:

VI. Attachments:



Date: August 5, 2013

Agenda Item No: REGULAR ITEMS - F.

I. Subject:

Discuss changing the regular meeting date and time of the YAC.

II. Originated by:

Amethyst G. Cirimo, City Secretary and Communications Coordinator

III. Summary:

Amethyst will not be available to meet on Mondays or Wednesday, unless the meeting time can be moved to directly after school.

Alternatives include earlier meetings, or meeting on Tuesdays or Thursdays. We may need to set a temporary time for September and make a final decision on this item after the school year has started and all members have more solidified schedules.

IV. Recommendation:

Approve

V. Alternative Actions:

VI. Attachments: