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KENNEDALE YOUTH ADVISORY COUNCIL

AGENDA
REGULAR MEETING
June 18, 2014
CITY HALL CONFERENCE ROOM, 405 MUNICIPAL DRIVE
REGULAR SESSION - 1:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES APPROVAL

A. Consider approval of minutes from June 4, 2014 regular meeting.

IV. REPORTS/ANNOUNCEMENTS

A. Discuss and practice the use of proper parliamentary procedures.

B. Discuss other items as necessary.

V. REGULAR ITEMS

A. Consider appointing a Chair for the 2014-2015 Youth Advisory Council.

B. Consider appointing a Vice Chair for the 2014-2015 Youth Advisory Council.

C. Consider appointing a Secretary for the 2014-2015 Youth Advisory Council.

D. Consider appointing a Historian for the 2014-2015 Youth Advisory Council.

E. Discuss and consider options for a movie event.

F. Discuss and consider authorizing the purchase of member t-shirts.

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 Cirmo, City Secretary, at 817.985.2104 or (TDD) 1.800.735.2989

CERTIFICATION

I certify that a copy of the June 18, 2014, 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.

Amethyst G. Sloane

Amethyst G. Sloane, City Secretary

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Staff Report to the Board of Directors

Date: June 18, 2014

Agenda Item No: MINUTES APPROVAL - A.

I. Subject:
Consider approval of minutes from June 4, 2014 regular meeting.

II. Originated by:

Amethyst G. Sloane, City Secretary and Communications Coordinator

III. Summary:
Please see the attached minutes for approval.

IV. Recommendation:
Approve

V. Alternative Actions:

VI. Attachments:

1.	minutes	06.04.2014 YAC Minutes.doc

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KENNEDALE YOUTH ADVISORY COUNCIL

MINUTES
REGULAR MEETING
June 4, 2014
CITY HALL CONFERENCE ROOM, 405 MUNICIPAL DRIVE

I. CALL TO ORDER

Past Chair Ashley Luu called the meeting to order at 1:35PM.

II. ROLL CALL

Present: Ashley Luu, Emily Beck, Nadeya Patel, Morgan Biscoe, Nicholas Johnson, Danielle Quaye, Shelby Flowers, Alison Villaire, Jillian Melbourne
Absent: Samantha Randolph

Note: Samantha Randolph arrived at 2:20PM

Staff Present: Amethyst Sloane, staff liaison

III. MINUTES APPROVAL

As this was the first meeting of the year, there were no minutes to approve.

IV. REPORTS/ANNOUNCEMENTS

A. Member introductions.

All members introduced themselves and spoke about their hopes for the upcoming year.

B. Discuss the process for the election of the 2014-2015 Chair, Vice Chair, Secretary, and Historian.

Staff liaison Amethyst Sloane provided a brief outline of the process and asked than any interested members come prepared to make a statement before the group at the next meeting. All positions will be appointed at the next meeting.

C. General information and announcements.

V. REGULAR ITEMS

A. Discuss and approve a regular meeting date and time.

Mrs. Sloane asked the YAC to come up with a regular meeting date and time that the group could abide by through the end of 2015. The YAC must meet at least once per month on a regular date and time.

Motion To establish the first Wednesday of each month as the regular meeting date for the

Youth Advisory Council. **Action** Approve, **Moved By** Emily Beck, **Seconded By** Morgan Biscoe.
Motion Passed Unanimously

B. Discuss and consider approval of an official attendance policy.

Mrs. Sloane presented information on a proposed attendance policy for the YAC. The recommended policy is as follows:

Attendance will be taken at every meeting. Absences from regular meetings will be used to determine each member's attendance.

Unexcused Absences:
- Does not provide 24 hours notice to the Chair.
- Schedules work or another meeting during a regular YAC meeting time
- Does not show up for a YAC event.
- For YAC events, all members must be present, at least for a portion of the time.

Excused Absences:
- Unavoidable Doctor's Appointment
- Prior commitment that has been cleared by the Chair (family vacation, etc).
- Emergency situations
- Events/appointments scheduled without knowledge of the YAC schedule

The decision as to whether or not your absence is excused or unexcused is up to the discretion of the Chair.

2 Unexcused Absences = a written warning from the Chair and probationary member status.
3 Unexcused Absences = A discussion and vote by the YAC on your membership status.

Each member of the YAC will receive a form that they, along with a parent or guardian, will need to sign. This form is your statement that you understand and are prepared to adhere to the attendance policy of the YAC.

Motion To approve the Youth Advisory Council attendance policy as presented. **Action** Approve, **Moved By** Cameron Johnson, **Seconded By** Ashley Luu.
Motion Passed Unanimously

C. Discuss and consider adopting priorities for the 2014-2015 YAC.

Mrs. Sloane and YAC members who were also on the YAC last year discussed setting priorities for the upcoming year. The top areas discussed included the implementation of a movie night in TownCenter Park and the potential use of vacant pad site space as a temporary volleyball court. The YAC assigned several duties to members in preparation for the next meeting, with particular regard to the details of a potential movie night.

The YAC recommended that the group focus on events (food trucks twice per year, movie night), research projects (use of public space, business recruiting, surveys and data collection), and meetings/tours with city staff (public works, fire, police, city hall, library). The YAC also recommended that fundraising opportunities be place on the priority list, as any conference trips for ten members would be quite costly on the group.

Motion To approve the 2014-2015 Youth Advisory Council strategic priorities as presented and discussed. **Action** Approve, **Moved By** Cameron Johnson, **Seconded By** Ashley Luu.

Motion Passed Unanimously

VI. ADJOURNMENT

Motion To adjourn. **Action** Adjourn, **Moved By** Alison Villaire, **Seconded By**. Jillian Melbourne.
Motion Passed Unanimously

The meeting was adjourned at 3:15PM.

APPROVED: ATTEST:

______________________________ ______________________________
YAC Chair Board Secretary

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Staff Report to the Board of Directors

Date: June 18, 2014

Agenda Item No: REPORTS/ANNOUNCEMENTS - A.

I. Subject:
Discuss and practice the use of proper parliamentary procedures.

II. Originated by:

Amethyst G. Sloane, City Secretary and Communications Coordinator

III. Summary:
Please see the attached parliamentary procedures, which we will learn to follow throughout the year. We will be using a simplified version.

IV. Recommendation:
None

V. Alternative Actions:

VI. Attachments:

1.	Parliamentary Procedures	Parliamentary Procedures.pdf

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, an 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 an 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.

Staff Report to the Board of Directors

Date: June 18, 2014

Agenda Item No: REPORTS/ANNOUNCEMENTS - B.

I. Subject:
Discuss other items as necessary.

II. Originated by:

Amethyst G. Sloane, City Secretary and Communications Coordinator

III. Summary:
Discuss other items as necessary. This may include future events, ideas, etc.

IV. Recommendation:
None

V. Alternative Actions:

VI. Attachments:

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Staff Report to the Board of Directors

Date: June 18, 2014

Agenda Item No: REGULAR ITEMS - A.

I. Subject:
Consider appointing a Chair for the 2014-2015 Youth Advisory Council.

II. Originated by:

Amethyst G. Sloane, City Secretary and Communications Coordinator

III. Summary:
At this time nominations (self or by another member) will be accepted. Each interested/nominated individual will have a chance to speak on their behalf.

IV. Recommendation:
Approve

V. Alternative Actions:

VI. Attachments:

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Staff Report to the Board of Directors

Date: June 18, 2014

Agenda Item No: REGULAR ITEMS - B.

I. Subject:
Consider appointing a Vice Chair for the 2014-2015 Youth Advisory Council.

II. Originated by:

Amethyst G. Sloane, City Secretary and Communications Coordinator

III. Summary:
At this time nominations (self or by another member) will be accepted. Each interested/nominated individual will have a chance to speak on their behalf.

IV. Recommendation:
Approve

V. Alternative Actions:

VI. Attachments:

Staff Report to the Board of Directors

Date: June 18, 2014

Agenda Item No: REGULAR ITEMS - C.

I. Subject:
Consider appointing a Secretary for the 2014-2015 Youth Advisory Council.

II. Originated by:

Amethyst G. Sloane, City Secretary and Communications Coordinator

III. Summary:
At this time nominations (self or by another member) will be accepted. Each interested/nominated individual will have a chance to speak on their behalf.

IV. Recommendation:
Approve

V. Alternative Actions:

VI. Attachments:

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Staff Report to the Board of Directors

Date: June 18, 2014

Agenda Item No: REGULAR ITEMS - D.

I. Subject:
Consider appointing a Historian for the 2014-2015 Youth Advisory Council.

II. Originated by:

Amethyst G. Sloane, City Secretary and Communications Coordinator

III. Summary:
At this time nominations (self or by another member) will be accepted. Each interested/nominated individual will have a chance to speak on their behalf.

IV. Recommendation:
Approve

V. Alternative Actions:

VI. Attachments:

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Staff Report to the Board of Directors

Date: June 18, 2014

Agenda Item No: REGULAR ITEMS - E.

I. Subject:
Discuss and consider options for a movie event.

II. Originated by:

Amethyst G. Sloane, City Secretary and Communications Coordinator

III. Summary:
At this time all committee members will report on their assigned duties from the last meeting. This includes but is not limited to:

Project rental
Volunteers
Food/Drink
Advertising
Movie options
Date/Time options

IV. Recommendation:
Approve

V. Alternative Actions:
If no specific date or time can be determined at this meeting, the YAC may table the discussion for the next meeting.

VI. Attachments:

Staff Report to the Board of Directors

Date: June 18, 2014

Agenda Item No: REGULAR ITEMS - F.

I. Subject:
Discuss and consider authorizing the purchase of member t-shirts.

II. Originated by:

Amethyst G. Sloane, City Secretary and Communications Coordinator

III. Summary:
Discuss t-shirt/uniform needs for this year. The YAC will need t-shirts, hats, or another unifying piece of clothing for events, etc.

IV. Recommendation:
Approve

V. Alternative Actions:

VI. Attachments: