

**TOWN OF LITTLE ELM  
ORDINANCE NO. 1674**

**AN ORDINANCE OF THE TOWN COUNCIL OF LITTLE ELM, TEXAS (“TOWN”),  
ESTABLISHING A LITTLE ELM YOUTH COUNCIL AND APPROVING BY-LAWS.**

**WHEREAS**, the youth of the Town of Little Elm constitute an underutilized resource of ideas, knowledge, and experience with respect to the Town and its affairs; and

**WHEREAS**, the Town Council has identified in its 2022 Strategic Plan to create more opportunities for youth involvement; and

**WHEREAS**, students in 9<sup>th</sup>-12<sup>th</sup> grades of any public, private, charter, or home school that serves youth in the Town of Little Elm are willing to devote their time and energy into improving the Town and the community through the Little Elm Youth Council;

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LITTLE ELM, TEXAS:**

**SECTION 1. Established.**

The Little Elm Youth Council is hereby established.

**SECTION 2. Membership.**

The Youth Council shall consist of seven (7) voting members, all of whom shall reside within the corporate limits of the Town and be appointed by the Town Council. Two (2) members shall be from Little Elm ISD, two (2) members shall be from Frisco ISD, two (2) members shall be from Denton ISD, and one (1) member shall either be from one of the ISDs, private, home, or charter school. All members must be in 9<sup>th</sup>-12<sup>th</sup> grade and will serve a term of one year. Members may be recommended for reappointment.

**SECTION 3. Purpose, Powers, and Duties.**

The Youth Council shall:

- (A) study, investigate, plan, implement and advise the Town on matters related to youth;
- (B) develop and promote policies, 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;
- (C) serve as an advisory body to the Town on all matters dealing with youth;
- (D) work with the Mayor, Town Council and Town staff to develop and implement policies that focus on youth;
- (E) advise the Mayor, Town Council and Town staff on important issues that relate to youth;
- (F) facilitate the planning and organization of youth summits and regular neighborhood meetings throughout the Town;
- (G) build partnerships with individuals, groups, and organizations that impact both youth and families;
- (H) partner with individuals, groups, and organizations in the planning and implementation of services, supports, and opportunities for Little Elm’s youth and families; and,
- (I) carry out and implement other directives from the Mayor, Town Council and Town staff.

**SECTION 4. Staff Liaison.**

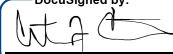
The Town Manager will appoint one staff member to serve as the Staff Liaison to the Little Elm Youth Council.

**SECTION 5. By-Laws.**

- (A) The attached Youth Council By-Laws in Exhibit A are hereby approved.
- (B) The By-Laws may be amended as found appropriate by the Youth Council without approval of the Town Council.

**PASSED AND APPROVED BY THE TOWN COUNCIL OF THE TOWN OF LITTLE ELM, TEXAS, on this the 2<sup>nd</sup> day of August, 2022.**

Town of Little Elm, Texas

DocuSigned by:  
  
727E995C745461  
Curtis Cornelious, Mayor

ATTEST:

DocuSigned by:  
  
Caitlan Biggs, Town Secretary

**Town of Little Elm  
Youth Council By-Laws**

**Article I  
Name**

There is hereby established a Youth Council for the Town of Little Elm (herein after also referred to as "Youth Council").

**Article II  
Purpose, Powers, and Duties**

*The Youth Council shall* study, investigate, plan, implement and advise the Town on matters related to youth;

*The Youth Council shall* develop and promulgate policies, 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 Youth Council shall* serve as an advisory body to the Town on all matters dealing with youth;

*The Youth Council shall* work with the Mayor, Town Council and Town staff to develop and implement policies that focus on youth;

*The Youth Council shall* advise the Mayor, Town Council and Town staff on important issues that relate to youth;

*The Youth Council shall* facilitate the planning and organization of youth summits and regular neighborhood meetings throughout the Town;

*The Youth Council shall* build partnerships with individuals, groups, and organizations that impact both youth and families;

*The Youth Council shall* partner with individuals, groups, and organizations in the planning and implementation of services, supports, and opportunities for Little Elm's youth and families; and,

*The Youth Council shall* carry out and implement other directives from the Mayor, Town Council and Town staff.

**Article III  
Membership**

**Voting Membership.** The Youth Council shall consist of seven (7) voting members, all of whom shall reside within the corporate limits of the Town and be appointed by the Town Council.

## **Town of Little Elm Youth Council By-Laws**

Two (2) members shall be from Little Elm ISD, two (2) members shall be from Frisco ISD, two (2) members shall be from Denton ISD, and one (1) member shall either be from one of the ISDs, private, home, or charter school.

All members must be in 9<sup>th</sup>-12<sup>th</sup> grade.

**Ex-Officio, non-voting Membership.** One (1) Town Council Member shall serve as the liaison to the Youth Council.

### **Compensation and Reimbursement of Expenditures.**

Members of the Youth Council shall serve without compensation; provided, however, that each member may be reimbursed for actual expenditures (authorized in advance of the expense being made) reasonably incurred by him or her in connection with his or her duties as a member of the Youth Council.

**Terms of Office.** All terms of office shall begin on August 1<sup>st</sup> and expire on July 30<sup>th</sup> ("year"). The terms for all members shall be one (1) year. Members may be recommended for reappointment.

**Forms and Media Release.** Within 30 days of appointment, Youth members are required to have a completed "Commitment" form, "Official Contact" form, and "Authorization and Release to Record and/or Use Personal Likeness, Image and/or Voice" form on file with the Staff Liaison. Parent/ Guardian signatures are required for youth under the age of 18. These forms are to be completed and submitted within 30 days of appointment. Failure to fulfill this requirement shall constitute a voluntary refusal of participation by the member and shall result in a new youth member being appointed to the Youth Council.

**Absences.** Any member of the Youth Council who is unable to attend a meeting shall notify the Staff Liaison, in advance of the meeting, stating the reason for his or her absence. Two (2) unexcused absences shall constitute the voluntary resignation of a member. Unexcused absences are those absences which occur and notification has not been given to the Staff Liaison prior to the missed meeting.

**Removal.** Members of the Youth Council may be removed by the Mayor for inefficiency, neglect of duty or malfeasance while in office, and the applicable governing body may remove the member representing it for the same reasons. The Mayor or governing body, as the case may be, shall file a written statement of the reasons for such removal.

**Resignation.** Any member of the Youth Council may resign at any time, provided, however, that for courtesy and efficiency purposes, notice of resignation shall be in writing to the Staff Liaison. In addition, as described in these By-Laws, any member shall be deemed to voluntarily have resigned upon the occurrence of any of the following: failure to be present at eight (8) or more regular meetings; failure to submit "Commitment" form, "Official Contact" form, and/ or "Media Release" within 30 days of appointment; or, failure to notify Staff Liaison or Chair in advance of meeting with reason for absence two (2) times, resulting in two (2) unexcused absences.

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**Vacancies.** Vacancies occurring on the Youth Council, other than through the expiration of a term, shall only be filled at the beginning of a new Youth Council year for the remainder of the unexpired term of office. However, up to three (3) vacancies may be appointed annually by the remaining youth council members to serve on an interim basis until such time as a permanent appointment is made by the Town Council. An interim member shall have the rights, powers, duties, and obligations of a regular Youth Council member.

### **Article IV Officers**

**Election of Officers.** It is preferred that officers have previous experience on the Youth Council as a voting Youth Councilmember, except for the inaugural year. In order to be considered for an officer position, the Youth Council member must state that they are willing to fulfill all Officer duties as stated in the By-Laws. A vote shall be taken after all candidates have expressed their interest in the particular position. After all votes have been submitted for each position, the votes shall be tabulated and the winners announced. In the case of a tie, those candidates shall have a run-off election to decide who shall receive the position. In the run-off, each candidate has the option to give a speech with a maximum time limit of three (3) minutes.

#### **Duties of Officers.**

**Chair.** The Chair shall preside over and conduct all meetings of the Youth Council and of the Executive Committee. In addition, the Chair shall serve as chair for the meetings of committees as assigned. The Chair shall determine agendas with the Staff Liaison and/ or Executive Committee. The Chair shall act as the spokesperson for the Youth Council. The Chair or his or her designee shall report to the Town Council on a regular basis. The Chair shall be responsible for completion of an annual report of the Youth Council to be presented to the Town Council. The Chair shall be responsible for other duties as assigned by the Staff Liaison, Mayor, and/ or Town Council.

**Vice-Chair.** The Vice-Chair shall be responsible for taking on the duties of the Chair in the event the Chair is unable or unwilling to fulfill such duties. The Vice-Chair shall attend Executive Committee meetings and other meetings as necessary. The Vice-Chair shall be responsible for other duties as assigned by the Staff Liaison, Mayor, and/ or Town Council.

**Secretary.** The Secretary shall be responsible for the proper recording of the minutes of the Youth Council meetings. The Secretary shall be responsible for tracking attendance of all members at the Youth Council meetings. The Secretary shall work with the Staff Liaison in preparing typed minutes and shall present those minutes for approval at the next appropriate meeting. The Secretary shall be responsible for following proper parliamentary procedure and shall assist the Chair and Youth Council with following these By-Laws and proper parliamentary procedure. The Secretary shall, if necessary, chair a By-Laws committee. The Secretary shall attend Executive

## **Town of Little Elm Youth Council By-Laws**

Committee meetings and other meetings as necessary. The Secretary shall be responsible for other duties as assigned by the Staff Liaison, Mayor, and/ or Town Council.

**Historian.** The Historian shall be responsible for maintaining the History of the Youth Council. This includes taking full responsible for the Annual Yearbook as stated in the By-Laws: the annual yearbook shall include pictures and other memorabilia from each event/ activity of the Youth Council. It is to serve as a historical document for each Youth Council documenting events/ activities and the membership of the Youth Council. The Historian will also work closely with the Communication officer to make sure all Youth Council events are documented with photographs. The Historian shall attend Executive Committee meetings and other meetings as necessary. The Historian shall be responsible for other duties as assigned by the Staff Liaison, Mayor, and/ or Town Council.

**Communications Officer.** The Communication Officer shall be responsible for the promotion of Youth Council as well as maintaining all social media outlets. These include: Little Elm Youth Council Facebook page and Instagram page. The Communication Officer will also work closely with the Historian to make sure all Youth Council events are documented with photographs. The Communication Officer shall attend Executive Committee meetings and other meetings as necessary. The Communication Officer shall be responsible for other duties as assigned by the Staff Liaison, Mayor, and/ or Town Council.

**Executive Committee.** The above listed officers shall comprise the Executive Committee and shall be responsible for duties as described under the section titled Committees, Executive Committee.

### **Article V Regular and Special Meetings**

**Regular Meetings.** Regular or General Meetings of the Mayor's Youth Council shall generally be held on the second Tuesday of each month. A minimum of 10 regular meetings are to be scheduled each Youth Council year (August 1<sup>st</sup> to June 30<sup>th</sup>). The Youth Council may vote to reschedule or cancel regular meetings at its first meeting of each year (on or after August 1<sup>st</sup>) during the approval of the regular meeting calendar (See Section titled "Regular Meeting Calendar").

**Regular Meeting Calendar.** At the first Youth Council meeting (on or after August 1<sup>st</sup>) each year, a calendar of regular meetings shall be presented to the Youth Council for vote.

It is at this time the Youth Council shall be afforded the opportunity to cancel or reschedule regular meetings due to holidays, testing, or other pertinent conflicts with the dates as outlined. Calendars to be taken into consideration include, but are not limited to the Town of Little Elm calendar, Little Elm ISD calendar, Frisco ISD calendar, Denton ISD calendar, and other official school calendars as applicable.

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A 2/3 majority vote in favor of changing a specific date shall be required of those members present to change the date. A simple majority of those members present shall be required to pass the entire calendar as a whole. The approved calendar shall be distributed with the agenda at the following meeting.

**Special Meetings.** Special meeting of the members, for any purpose(s), may be called by the Mayor, the Executive Committee, or Staff Liaison.

**Place of Meetings.** Any Town of Little Elm facility can be designated as the place of meeting for any meeting of the Youth Council that has been called, including regular, special, and committee meetings. If no designation is made, the place of meeting shall be the Town of Little Elm Town Hall building (100 W Eldorado Pkwy).

**Notice of Meetings.** Written or printed notice stating the place, day, hour, and purpose of the meeting, unless otherwise prescribed by statutes, shall be posted not less than seventy-two (72) hours prior to the meeting on the bulletin board outside the entrance of Town of Little Elm Town Hall (100 W Eldorado Pkwy, Little Elm, TX 75068) and notice shall be placed on the website of the Town of Little Elm website.

**Attendance of Meetings.** All voting members are required to attend a minimum of eight (8) meetings from August 1<sup>st</sup> to July 30<sup>th</sup> to retain membership on the Youth Council. Any member of the Youth Council who is unable to attend a meeting shall notify the Chair or Staff Liaison, in advance of the meeting, stating the reason for his or her absence. Two (2) unexcused absences or attendance at less than eight (8) meetings per year shall constitute the resignation of the member.

**Quorum.** A quorum shall consist of a simple majority of members. If less than a quorum is present at the meeting, the ranking officer or Staff Liaison shall adjourn the meeting. A quorum shall be required for the Youth Council to take action upon any item set forth on the agenda.

### **Article VI Committees Standing and Ad-Hoc**

**Executive Committee.** The Executive Committee shall meet prior to each regular Youth Council meeting. The Executive Committee shall have the right to determine the agenda of Youth Council meetings with the Staff Liaison, Mayor, and/ or Town Council. The Executive Committee shall aid in the preparation of the Annual Report and annual Yearbook of the Youth Council. The Executive Committee shall be responsible for other duties as determined by the Staff Liaison, Mayor, and/ or Town Council.

**Ad-hoc.** Other committees may be created as necessary by the Staff Liaison, Mayor, Town Council, and Chair in order for the Youth Council to successfully carry out its duties.

### **Article VII**

**Town of Little Elm  
Youth Council By-Laws  
Reports Annual and Special**

**Annual Report.** Comprehensive report prepared yearly and presented to Town Council documenting the activities, successes, and potential areas of improvement of the Youth Council. Responsibility of the annual report shall be that of the Executive Committee with the primary responsibility to complete and present the Annual Report on the Chair of the Youth Council. Topics should include but is not limited to events, community service, By-Laws, policies, retreats, conferences, etc. Should include facts and figures of the activities of the Youth Council as supporting evidence.

**Strategic Plan.** The Youth Council shall have a Strategic Plan to outline goals of the Youth Council for up to four (4) years.

**Annual Yearbook.** The annual yearbook shall include pictures and other memorabilia from each event/ activity of the Youth Council. It is to serve as a historical document for each Youth Council documenting events/ activities and the membership of the Youth Council.

**Event Reports.** A report shall be completed for each event/ activity which the Youth Council is engaged in. This report shall be prepared by the primary coordinator of the event. The report shall be presented to the Youth Council at the following meeting. The Chair of the Youth Council shall use these reports to help compose the Annual Report.

**Special Reports.** The Chair, Executive Committee, and Staff Liaison may ask for reports in addition to those listed above as deemed necessary. Special Reports may be requested to provide information to the Town Council and/ or Town Staff as to the activities or plans of the Youth Council.

**Article VIII  
Conduct**

**Dress and Demeanor.** It is important for members of the Youth Council to appear neat, clean, and appropriate in appearance. Each Youth Councilmember is expected to have appropriate demeanor at all times in order to positively promote the Youth Council, the Town of Little Elm, and all of the youth of Little Elm.

**Little Elm Governance Policy.** The members of the Youth Council must adhere to the Little Elm Governance Policy and Ethics Ordinance.

**Article IX  
Parliamentary Authority**

**Parliamentary Authority.** The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Youth Council in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Youth Council may adopt.



**Town of Little Elm  
Youth Council By-Laws**

**Article X  
Amendments**

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

These By-Laws have been passed and approved on this DATE by the Little Elm Youth Council.

\_\_\_\_\_  
**NAME**  
Youth Council Chair  
2022-2023 LEYC Chair

\_\_\_\_\_  
**NAME**  
Town of Little Elm  
LEYC Staff Liaison