



**REGULAR MEETING
OF THE YOUTH COUNCIL**

Monday, September 11, 2023

6:00 PM

Little Elm Town Hall

100 W Eldorado Parkway, Little Elm, TX 75068

1. **Roll Call/Call to Order Youth Council Meeting at 6:00 p.m.**
- A. **Presentation of Monthly Updates.**
Updates on research, programming, and events put on by the Youth Council.
2. **Public Comments**
Persons may address the Youth Council on any issue. This is the appropriate time for citizens to address the Council on any concern whether on this agenda or not. In accordance with the State of Texas Open Meeting Act, the council may not comment or deliberate such statements during this period, except as authorized by Section 551.007, Texas Government Code.
3. **Regular Items.**
 - A. Consider Action to **Approve the Minutes from the August 7, 2023 Regular Youth Council Meeting.**
 - B. Consider Action to **Approve Updates to the Youth Council Bylaws.**
 - C. Consider Action to **Approve the Little Elm Youth Council Strategic Plan.**

D. Discuss a **Fall Event**.

E. Discuss **Volunteer Opportunities and Awards**.

4. **Items to be Discussed on a Future Agenda.**

5. **Adjourn.**

Persons with disabilities who plan to attend this meeting and who may need auxiliary aide of service such as interpreters for the hearing impaired, reader or large print are requested to contact the secretary at 214-975-0452 two days prior to the meeting so appropriate arrangements can be made.
BRAILLE IS NOT PROVIDED.

Respectfully,

Town Secretary

This is to certify that the above notice was posted on the Town's website this 7 day of September 2023 before 5:00 p.m.



Date: 09/11/2023
Agenda Item #: 3. A.
Department: Administrative Services
Strategic Goal: Maintain operational integrity and viability
Staff Contact: Caitlan Biggs, Director of Administrative Services/Town Secretary

AGENDA ITEM:

Consider Action to **Approve the Minutes from the August 7, 2023 Regular Youth Council Meeting.**

DESCRIPTION:

The minutes from the August 7, 2023, regular Youth Council meeting are attached for approval.

BUDGET IMPACT:

There is no budget impact for this item.

RECOMMENDED ACTION:

Staff recommends approval.

Attachments

Minutes - August 7, 2023

DRAFT

Minutes
Town of Little Elm
100 W Eldorado Parkway
Little Elm, Texas 75068
214-975-0404
<http://www.littleelm.org>

REGULAR YOUTH COUNCIL MEETING TUESDAY AUGUST 7, 2023 - 5:00 p.m.

Present: Tiffany Lin; Isabell Lockett; Vidhyut Veeramani; Manasi Mahankali

Absent: Nicole Dadey; Joseph Passarelle; Leon Wallace; Gael Rebelloso; Bailey Kelley-Weaver; Hasini Gaddai

Staff Present: Caitlan Biggs, Director of Administrative Services/Town Secretary

1. Roll Call/Call to Order Youth Council Meeting at 6:00 p.m.

Meeting was called to order at 6:08 p.m.

A. Presentation of Monthly Updates.

Updates on research, programming, and events put on by the Youth Council.

The Council discussed the possibility of hosting a fall event and will discuss at its next meeting.

2. Public Comments

Persons may address the Youth Council on any issue. This is the appropriate time for citizens to address the Council on any concern whether on this agenda or not. In accordance with the State of Texas Open Meeting Act, the council may not comment or deliberate such statements during this period, except as authorized by Section 551.007, Texas Government Code.

None.

3. Workshop.

A. Discussion of Officer Elections.

The following members were elected as officers for 2023: Vidhyut Veeramani - Chair; Manasi Mahankali – Vice Chair; Tiffany Lin – Communications Officer; and Isabell Lockett - Secretary.

4. Regular Items.

- A. Consider Action to Approve the **Minutes from the April 12, 2023, Regular Youth Council Meeting.**

Motion by Manasi Mahankali, seconded by Tiffany Lin ***to approve the minutes.***

Vote: 4 - 0 - Unanimously

- B. Present, Discuss, and Consider Action on the **2023 Youth Council Strategic Plan.**

Chair Vidhyut Veeramani recommended adding "Increase opportunities for community service." The strategic plan will be on the next agenda for approval.

5. **Items to be Discussed on a Future Agenda.**

Review by-laws revision, discuss fall event, and approve strategic plan.

6. **Adjourn.**

Meeting was adjourned at 6:43 p.m.

Respectfully,

Caitlan Biggs
Town Secretary

Passed and Approved this _____ day of _____ 2022.



Date: 09/11/2023
Agenda Item #: 3. B.
Department: Administrative Services
Strategic Goal: Maintain operational integrity and viability
Staff Contact: Caitlan Biggs, Director of Administrative Services/Town Secretary

AGENDA ITEM:

Consider Action to **Approve Updates to the Youth Council Bylaws.**

DESCRIPTION:

At the August 7, 2023 Youth Council meeting, several updates to the bylaws were brought up. A red-line version of the bylaws are attached for approval.

BUDGET IMPACT:

There is no budget impact for this item.

RECOMMENDED ACTION:

Staff recommends approval.

Attachments

Youth Council Bylaws Updated 9.11.23

**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**

Membership. The Youth Council shall consist of seven (7) 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.

If eligible applicants are not received for a district, any eligible applicant may be appointed.

All members must be in 9th-12th 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 1st and expire on July 30th ("year"). The terms for all members shall be one (1) year. Members may be recommended for reappointment.

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.

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

Town of Little Elm Youth Council By-Laws

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 attend Executive 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.

Town of Little Elm Youth Council By-Laws

Communications Officer. The Communication Officer shall be responsible for the promotion of Youth Council and taking photos at events for the Annual Report.

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. A minimum of 10 regular meetings are to be scheduled each Youth Council year (August 1st to June 30th). The Youth Council may reschedule or cancel regular meetings at its first meeting of each year (on or after August 1st) 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 1st) each year, a calendar of regular meetings shall be determined by the Youth Council.

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.

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 1st to July 30th 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.

Town of Little Elm Youth Council By-Laws

Article VI 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.

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 VII 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 VIII Amendments

These By-Laws may be altered, amended, or repealed, and new By-Laws may be accepted by the Youth Council.

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

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



Date: 09/11/2023
Agenda Item #: 3. C.
Department: Administrative Services
Strategic Goal: Maintain operational integrity and viability
Staff Contact: Caitlan Biggs, Director of Administrative Services/Town Secretary

AGENDA ITEM:

Consider Action to **Approve the Little Elm Youth Council Strategic Plan.**

DESCRIPTION:

The Youth Council Strategic Plan is attached for approval.

BUDGET IMPACT:

There is no budget impact for this item.

RECOMMENDED ACTION:

Staff recommends approval.

Attachments

Youth Council Strategic Plan



Little Elm Youth Council Strategic Plan

2023 - 2025

Purpose/Mission: The mission of the Little Elm Youth Council is to enhance communication and a better understanding of youth in the Town of Little Elm and implement programs that develop the whole person.

Vision: The Little Elm Youth Council will be recognized as a voice for all youth within Little Elm and as a resource for decision-makers. The Youth Council will help youth feel connected with each other to overcome pressures they are facing. The Little Elm community will value youth and respect them for their knowledge and contributions to the town.

Goals:

- Increase youth involvement in the community.
- Communicate effectively to youth.
- Create long term solutions to problems youth are facing.
- Build broader community among youth.

Objectives & Activities:

- **Increase youth involvement in the community.**
 - Partner with existing school events such as back to school socials, community pep rallies, and football games.
 - Host social activities for high school students (i.e. Cove event, service projects).
 - Educate youth on town services that effect their daily life.
 - Increase opportunities for community service.
- **Communicate effectively to youth.**
 - Increase outreach within schools (i.e. posters, announcements, newsletters, peer communication).
 - Explore social media approaches and trends to reach more youth.
- **Create long term solutions to problems youth are facing.**
 - Focus on programming that develops the whole person.
 - Host a financial literacy event with CUTX Smart Branch Program.
 - Host career guidance events where students can talk and ask questions to professionals in different fields throughout the community.
 - Host events focused on college readiness such as the Zero Debt Project.
- **Build broader community among youth.**
 - Listen to the voices of young people by facilitating a community youth survey.
 - Provide opportunities for youth to participate in Town activities.



Date: 09/11/2023
Agenda Item #: 3. D.
Department: Administrative Services
Strategic Goal: Ensure strong relationship within the community and region
Staff Contact: Caitlan Biggs, Director of Administrative Services/Town Secretary

AGENDA ITEM:

Discuss a **Fall Event**.

DESCRIPTION:

The Youth Council will discuss options for hosting an event this fall, such as a drive in Halloween movie.

BUDGET IMPACT:

There is no budget impact for this item.

RECOMMENDED ACTION:

No staff recommendation.



Date: 09/11/2023
Agenda Item #: 3. E.
Department: Administrative Services
Strategic Goal: Ensure strong relationship within the community and region
Staff Contact: Caitlan Biggs, Director of Administrative Services/Town Secretary

AGENDA ITEM:

Discuss **Volunteer Opportunities and Awards.**

DESCRIPTION:

The Council will discuss opportunities to volunteer in the community and ways to incentivize students to volunteer.

BUDGET IMPACT:

There is no budget impact for this item.

RECOMMENDED ACTION:

No staff recommendation.
