



AGENDA
YOUTH ADVISORY BOARD
CITY OF PORT ORANGE

Meeting Date: Tuesday, December 6, 2016

Time: 5:15 PM

Type of Meeting: Regular

Location: 1st Floor Conference Room
City Hall, 1000 City Center Circle

A. CALL TO ORDER

1. Roll Call

B. DISCUSSION/ACTION

2. Consideration of Minutes
3. Fundraiser for Zachary Siegfried Field Sign
4. Review Rules & Regulations

C. PUBLIC COMMENTS

D. BOARD COMMENTS

E. NEXT MEETING DATE

5. Next Meeting Date: 1/3/17

F. ADJOURNMENT

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION MADE BY THE **YOUTH ADVISORY BOARD** WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE HE OR SHE MAY NEED TO ENSURE AT HIS OR HER OWN EXPENSE FOR THE TAKING AND PREPARATION OF A VERBATIM RECORD OF ALL TESTIMONY AND EVIDENCE OF THE PROCEEDINGS UPON WHICH THE APPEAL IS TO BE BASED. NOTE: IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS ANY ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE CITY CLERK FOR THE CITY OF PORT ORANGE, 1000 CITY CENTER CIRCLE, PORT ORANGE, FLORIDA 32129, TELEPHONE NUMBER 386-506-5563, WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING DATE; IF YOU ARE HEARING OR VOICE IMPAIRED, CONTACT THE RELAY OPERATOR AT 1-800-955-8771.

MEETING MINUTES
YOUTH ADVISORY BOARD MEETING
CITY OF PORT ORANGE
1000 CITY CENTER CIRCLE
1ST FLOOR CONFERENCE ROOM
TUESDAY, NOVEMBER 1, 2016 at 5:15 p.m.

THE REGULAR MEETING OF THE YOUTH ADVISORY BOARD of the City of Port Orange was called to order by Acting Chairman Kelly at 5:18 p.m.

Present: Anthony Fox
Colin Johansson
Alexander DePina
Patrick Burnette, Vice Chairman
Scott Kelley, Chairman
Michael Carll

Absent: Chad Mallard, Treasurer
Chase Mallard, Historian
Samantha Babiez

Also Present: Drew Bastian, Vice Mayor
Alan Rosen, Assistant City Manager
Barbara Abbate, City Clerk's Office

A. ELECTION OF CHAIRMAN & VICE CHAIRMAN

Motion was made by Member Burnette to nominate Member Kelley for Chairman, seconded by Member Johansson. Member Kelley was present to accept the nomination. Motion carried unanimously by voice vote.

Motion was made by Member Fox to nominate Member Burnette for Vice Chairman, seconded by Member Carll. Member Burnette was present to accept the nomination. Motion carried unanimously by voice vote.

B. DISCUSSION/ACTION

2. Consideration of Minutes

Motion to approve the minutes from the October 4, 2016 meeting was made by Vice Chairman Burnette, seconded by Member Fox. Motion carried unanimously by voice vote.

3. Youth Advisory Board shirts

There was discussion regarding shirts and the Board would like to keep the same color and design.

Motion was made by Member Johansson to keep the shirt color black and design of the previous shirts, seconded by Member DePina. Motion carried unanimously by voice vote

C. PUBLIC COMMENTS

Alan Rosen, Assistant City Manager, said he will be attending the Adopt-A-Road clean up and asked the members to bring gloves. Barbara Abbate, City Clerk's office, will send out a text to remind the Board of the cleanup which will be Saturday November 5, 2016 at 8:30 a.m.

D. BOARD COMMENTS

Member Johansson said Cypress Creek Elementary School is having a fundraiser on Saturday, November 5, 2016 from 11:00 a.m. to 3:00 p.m. if anyone needs Community Service hours.

E. NEXT MEETING DATE

4. Next Meeting Date: 12/6/16

F. ADJOURNMENT

Motion to adjourn was made by Member Fox and seconded by Member Johansson. Motion carried unanimously by voice vote. The meeting adjourned at 5:37 p.m.

Chairman Kelley

**CITY OF PORT ORANGE, FLORIDA
YOUTH ADVISORY BOARD
RULES AND REGULATIONS**

I. NAME

This eighteen-member board shall be known as the “Youth Advisory Board of the City of Port Orange, Florida.”

II. OFFICERS AND DUTIES

- A. The officers shall be a Chair, Vice-Chair, Historian, and Treasurer. The Secretary of the Board shall be an employee of the City of Port Orange designated by the City Clerk.
- B. The Chairman shall preside at all meetings of the Board and shall have the duties normally conferred by parliamentary usage of such office.
- C. The Vice-Chair shall act in the absence of the Chair.
- D. The Chair and Vice-Chair shall be voting members of the Board. The Chair and Vice-Chair shall have the privilege of making or seconding motions and discussing all matters before the Board.

III. ELECTION OF OFFICERS

- A. Nomination of officers shall be made by the members and the election shall be held immediately thereafter at the annual organizational meeting held during the Board’s first meeting each school year, or as soon as practicable thereafter.
- B. A candidate who receives a majority of the votes cast shall be declared elected and shall serve a term of one (1) year or until a successor takes office.
- C. Vacancies in the office of Chair or Vice-Chair shall be filled immediately by the regular election procedure.

IV. MEETINGS

- A. The Youth Advisory Board meetings shall be held on the first Tuesday of the month (September to May) at 5:15 p.m. in the 1st floor conference room located at 1000 City Center Circle, Port Orange, Florida, or at such day, time, and location as agreed upon by the Board.
- B. Notice of regular meetings and special meetings shall be provided to all Board members at least five (5) days in advance of the meeting. Notice of all meetings shall be provided to the public as required by Florida Law.

- C. Due to no business or whenever there will not be a quorum due to excused absences, the Chair may cancel the regularly scheduled meeting. The Chair shall inform the secretary to send a notice to the other board members and appropriate staff. Said notice shall be sent at least 24 hours prior to the scheduled time of the meeting.
- D. Members shall notify the Secretary of the Board if they cannot attend a meeting. A member of the Board is only allowed 3 unexcused absences in one term, then there will be a vote of the board to remove that member.
- E. A quorum of the Board shall consist of half plus one members. An affirmative vote of a majority of those members present shall be necessary to pass any motion.
- F. The Board shall conduct its business in a duly called and noticed meeting as required by Section 286.011, Florida Statutes, the "Sunshine Law."
- G. Parliamentary procedure at Board meetings shall be governed by Robert's Rules of Order latest edition and by the Rules and Regulations contained herein. In the event of a conflict with Parliamentary procedure, the Rules and Regulations shall govern.
- H. Members of the public shall be given a reasonable opportunity to be heard on a proposition before the Youth Advisory Board, in accordance with Section 286.0114, Florida Statutes.

V. ORDER OF BUSINESS

- A. Regular meetings of the Board shall be governed by the following order of business:
 - A. **CALL TO ORDER**
 - 1. Roll Call
 - B. **DISCUSSION/ACTION ITEMS**
 - 2. Approval of Minutes
 - C. **PUBLIC COMMENTS**
 - D. **MEMBER COMMENTS**
 - E. **NEXT MEETING DATE**
 - F. **ADJOURNMENT**

The order of business may be suspended or amended at any time by an affirmative vote of a majority of those members present.

VI. MISCELLANEOUS

- A. These Rules and Regulations may be amended during a regular meeting or a special meeting by an affirmative vote of the members present, provided that notice of the proposed amendment is given to the Board along with notice of the meeting.

- B. All notices of meetings shall contain a footnote advising that a record of the hearing is required for any appeal.
- C. All notices of meetings issued by this Board shall include notices to persons with disabilities as follows:

“If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the City Clerk for the City of Port Orange, 1000 City Center Circle, Port Orange, FL 32129, telephone number: 386-506-5563 within 2 working days of your receipt of this notice or 5 days prior to the meeting date; if you are hearing or voice impaired, contact the Relay Operator at 1-800-955-8771 (TDD) for information.”

- D. All records of the Board shall be maintained in the office of the City Clerk and shall be open to public examination, inspection, and copying in according with the provisions of Ch. 119, Florida Statutes
- E. If any provision of these rules and regulations or the application thereof to any person or circumstances is held invalid, the invalidity shall not affect the other provisions or applications of these rules and regulations which can be given effect without the invalid provision or application, and to this end the provisions of these rules and regulations are declared severable.

Approved and adopted by the Youth Advisory Board at their meeting held on _____ day of December, 2016.

Signature: _____

Printed name: _____
Chairman

Signature: _____
City Manager