



Mayor's Youth Action Council  
City of Manitowoc

## **Expectations of the Mayor's Youth Action Council for the City of Manitowoc**

### **Meetings**

- Mayor's Youth Action Council (MYAC) meetings will be held on the second Wednesday of each month unless otherwise agreed to by the membership
- There will be a second 'unofficial' meeting intended for brainstorming, socialization, and teambuilding purposes
- Mayor's Youth Action Council meetings will be from 5:30 p.m. – 6:30 p.m.
- Officer report outs will be done at each meeting
- Notification of meetings:
  - Members are supplied with a yearly calendar including all Council meeting dates
  - Emails/other communication reminders are sent out at least two (2) days prior to the meeting. Reminder notifications will include the date, time, and place
  - A failure to receive reminder notification(s) is not a valid excuse for failure to attend

### **Attendance**

In order to maintain a level of fairness to every member who attends regular meetings, it is important for members to make an honest effort to commit to attendance at MYAC meetings.

Members should attend all meetings. In the case of an absence, the member should try to notify the Mayor's Office, President, and Vice President a minimum of 24 hours prior to the meeting.

Unexcused Absences: An unexcused absence shall be any meeting not attended without proper notice. The first unexcused absence will be followed with a letter or email to absentee. A second unexcused absence will result in a letter of warning sent to absentee. Upon the third unexcused absence, membership of absentee is automatically revoked for the remainder of the term.

### **Membership Agreement**

Members shall agree to:

- Represent youth and the City of Manitowoc in a professional manner either in public or during meetings
- Maintain mutual respect for themselves, other Mayor's Youth Action Council members, and advisors
- Maintain acceptable, passing grades
- Contact and notify in writing the Mayor's Office if the decision is made to step down and withdraw membership
- Abide by attendance expectations

**Decision Making**

Council decisions (such as project selection and planning) will be made based on majority of people in attendance at the meeting.