



Chair Robert Hu
Vice Chair Jolene Brown
Member Aaliyah Wilson
Member Raymond Liu

City Manager Mike DaRoza

The Youth Advisory Council will conduct a
Regular Youth Advisory Council Meeting
At 6:00 PM

to address the item(s) below.

Meeting Date: February 27, 2025

Meeting Location: James A. Lewis City Commission Chambers
15100 NW 142 Terrace
Alachua, FL 32615

Youth Advisory Council Meeting

Notice given pursuant to Section 286.0105, Florida Statutes. In order to appeal any decision made at this meeting, you will need a verbatim record of the proceedings. It will be your responsibility to ensure such a record is made.

CALL TO ORDER

INVOCATION

PLEDGE TO THE FLAG

APPROVAL OF THE AGENDA

I. OLD BUSINESS

II. NEW BUSINESS

- A) APPROVAL OF DECEMBER 18, 2024 MEETING MINUTES
- B) PARLIAMENTARY PROCEDURE OVERVIEW
- C) FUTURE PROJECT/INITIATIVE IDEAS
- D) FUTURE FIELD TRIPS OR EVENTS

III. BOARD COMMENTS/DISCUSSION

IV. CITIZENS COMMENTS

ADJOURN



Commission Agenda Item

MEETING DATE: February 27, 2025

SUBJECT: Approval of December 18, 2024 Meeting Minutes

PREPARED BY: John Hansen, Recreation and Culture Assistant Director

RECOMMENDED ACTION:

Approve meeting minutes.

Summary

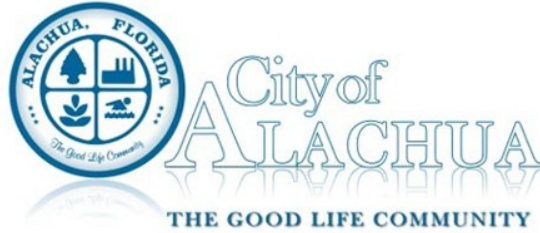
Approve minutes from the Youth Advisory Council's December 18, 2024 meeting.

FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

ATTACHMENTS

1. 24.12.18.M.YAC



Regular Youth Advisory Council Meeting Minutes
December 18, 2024 at 6:00 PM

Chair Robert Hu
Vice Chair Jolene Brown
Member Aaliyah Wilson
General Counsel Raymond Liu

City Manager Mike DaRoza

Meeting Location: James A. Lewis City Commission Chambers
15100 NW 142 Terrace
Alachua, FL 32615

Youth Advisory Council Meeting

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CALL TO ORDER

Meeting called to order at 6:06 PM by Staff Liaison Damon Messina.

Robert Hu, Member
Jolene Brown, Member
Aaliyah Wilson, Member
Damon Messina, Recreation and Culture Director

INVOCATION

Led by Robert Hu, Member

PLEDGE TO THE FLAG

Led by Damon Messina, Recreation and Culture Director

APPROVAL OF THE AGENDA

Member Robert Hu moved to approve the agenda; seconded by Member Aaliyah Wilson.

Passed 3-0 by roll call.

I. OLD BUSINESS

II. NEW BUSINESS

Member Aaliyah Wilson moved to waive the rules of procedure; seconded by Member Robert Hu.

Passed 3-0 by roll call.

Recreation and Culture Director Damon Messina recommended that Raymond Liu be appointed to the General Counsel.

Member Robert Hu moves to appoint Raymond Liu to General Counsel; seconded by Member Aaliyah Wilson

Passed 3-0 by roll call.

Item D is moved to Item A. Appointment of Chair and Vice Chair is needed before minutes from the last meeting are approved.

A) APPROVAL OF MAY 30, 2024 YAC MEETING MINUTES

Vice Chair Jolene Brown moves to approve the May 30, 2024 minutes; seconded by Member Aaliyah Wilson.

Passed 3-0 by roll call.

B) SUNSHINE LAW OVERVIEW

Presentation provided by Leanne Williams, Deputy City Clerk.

C) MUNICIPAL GOVERNMENT REVIEW

Presentation provided by Leanne Williams, Deputy City Clerk.

D) APPOINTMENT OF CHAIR AND VICE-CHAIR

Recreation and Culture Director Damon Messina recommends to take nominations for Chair.

Member Jolene Brown nominates Member Robert Hu to be Chair; seconded by Robert Hu.

Member Aaliyah Wilson nominates herself for Chair.

Recreation and Culture Director Damon Messina takes a ballot for Chair.

Member Robert Hu is voted in as Chair.

Passed by 2-1 ballot.

Recreation and Culture Director Damon Messina moves to take nominations for Vice Chair.

Member Jolene Brown is voted in as Vice Chair.

Passed by 2-1 ballot.

E) APPROVE FUTURE MEETING FREQUENCY FORMAT

Member Aaliyah Wilson moved to continue the monthly meeting format that was already in place; seconded by Vice Chair Jolene Brown.

Passed 3-0 by roll call.

Meetings will take place the last Thursday of each month, with special consideration given to the meetings in November and December which will fall on a day that City Hall is closed. Decisions on when those meetings will otherwise be held will be made as the holidays draw nearer.

F) APPROVE MEETING DATES FOR 2025

Member Aaliyah Wilson moved to approve the 6 PM meeting times for 2025; seconded by Vice Chair Jolene Brown.

Passed 3-0 by roll call.

III. BOARD COMMENTS/DISCUSSION

Chair Robert Hu opened the floor for comments.

Recreation and Culture Director Damon Messina asked the members to explain any ideas or changes they would like to make as members of the Youth Advisory Council.

Member Aaliyah Wilson stated she wishes to make an impact on the community through smaller contributions that make bigger impacts over time, such as recycling.

Vice Chair Jolene Brown stated that she wants to continue to contribute to projects similar to Restoring Dignity and to do whatever she can to help the community and have fun while she is doing it.

Chair Robert Hu agreed and stated that his personal goal was to contribute to helping everyone lead healthier lifestyles, focus on civic engagement, and to participate in projects similar to Restoring Dignity.

General Counsel Raymond Liu stated he wants to get more involved in the community, learn more about how his hometown's municipal government works, and participate in projects that provide support to families that are impacted by hurricane disasters.

Recreation and Culture Director Damon Messina explained the role of the Recreation and Culture Department within the city, the programs that are offered through it, and the help that it receives from volunteers; urging the members of the Youth Advisory Council to participate and get an understanding of the way the department operates.

Vice Chair Jolene Brown stated that she thinks this will be a great year and that the Youth Advisory Council could accomplish even more than it did last year. She also asked for additional field trips.

Recreation and Culture Director Damon Messina recommended to Chair Robert Hu that we discuss additional ideas and opportunities for field trips at future meetings.

Assistant Recreation and Culture Director Jack Hansen confirms the members' availability for the next meeting date of January 30, 2025.

Recreation and Culture Director Damon Messina stated that if anyone knows someone that would like to join the Youth Advisory Council, there is still a spot open. He also invited the Youth Advisory Council Members to the 2nd annual 399 Basketball Opening Ceremonies and the 20th annual Martin Luther King, Jr. Day Celebration that will be hosted on January 4, 2025 and January 20, 2025, respectively.

Recreation and Culture Director Damon Messina stated that the Recreation and Culture Department will keep the Youth Advisory Council updated on upcoming events and gatherings so that they can advise as effectively as possible and also to participate if they so wish.

Chair Robert Hu requested to hear any additional comments.

There were no additional comments.

IV. CITIZENS COMMENTS

Chair Robert Hu opened the floor for citizens' comments.

There were no comments.

ADJOURN

Member Aaliyah Wilson moved to adjourn the meeting; seconded by Vice Chair Jolene

Brown.

Passed 3-0 by roll call.

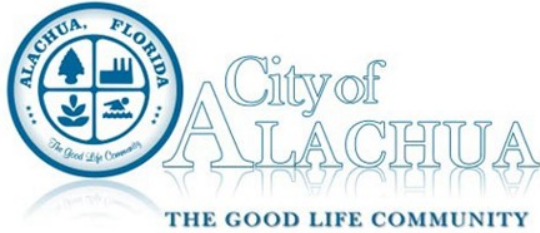
Chair Robert Hu adjourned the meeting at 7:07 PM

ATTEST:

**CITY COMMISSION OF THE CITY OF
ALACHUA, FLORIDIA:**

Presiding Officer

Staff Liaison



Commission Agenda Item

MEETING DATE: February 27, 2025
SUBJECT: Parliamentary Procedure Overview
PREPARED BY: John Hansen, Recreation and Culture Assistant Director
RECOMMENDED ACTION:
Receive presentation.

Summary

Deputy City Clerk Leanne Williams will give new Youth Advisory Council members an overview of Parliamentary Procedure.

FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

ATTACHMENTS

1. Parliamentary.Procedure.COA

Parliamentary Procedure





What is parliamentary procedure?

The rules that help us maintain order and ensure fairness in all decision-making processes.



What are Robert's Rules of Order?

Codification of general present-day parliamentary procedures.

Basic Principles

- Someone must facilitate meetings and maintain order (the presiding officer)
- All members have a right to bring up ideas
- Members should come to an agreement about what course of action to take
- The majority rules, but the basic rights of the minority are always protected by assuring them the right to speak and to vote
- Parliamentary procedure enables members to take care of business in an efficient manner while maintaining order
- It ensures everyone gets the right to speak and to vote
- Takes up business one item at a time and promotes courtesy, justice, and impartiality

The Presiding Officer

- The presiding officer (often referred to as “the chair”) is the person who conducts the meeting
- The presiding officer is a role – not a position. This means that the presiding officer is the person who occupies the chair at a given instant of time. (during the meetings)
- The general duties of the presiding officer are:
 - To call the meeting to order at the **scheduled time**, not before
 - If a quorum is not present, the meeting is to be canceled
 - To announce the business that is to come before the body
 - To recognize members who wish to speak
 - To state and put to vote all questions that come before the body
 - To enforce the rules relating to debate
 - To decide all questions of order
 - To declare the meeting adjourned

Promoting Courtesy

- Members should refer to each other in a cordial and courteous manner, for example:
 - “the previous speaker” or “Miss Smith”
- All remarks are made through and to the chair
- If a motion is out of order the chair should state: “The motion is out of order”
- Only major infractions of rules are corrected
- If members of the Board or audience are out of order, any member of the Board can call for order.
- Once the Chair calls “Order” he/she reclaims the floor and the house should fall silent.

Order of Business

- Commonly referred to as an agenda, the order of business is the sequence of general business items that will be addressed in the meeting
- The order of business or agenda must be adopted by the body prior to addressing business.
- The standard order of business includes:
 - Call to Order
 - Invocation
 - Pledge to the Flag
 - Approval of Agenda
 - Agenda
 - Council Comments
 - Adjournment
- Different organizations may establish their own standard order of business pursuant to their by-laws.

Motions 101

Motions

- A motion is a formal proposal that recommends a course of action that the body should take
- A motion contains three basic pieces of information:
 - Who: References who is authorized or directed
 - What: References the action to be taken
 - When: References the timeframe in which the action is to be taken
- Only one motion can be considered at a time.
- Once a motion has been made and seconded, it must be acted upon before another motion is considered
- The chair may not make or second a motion

Making A Motion

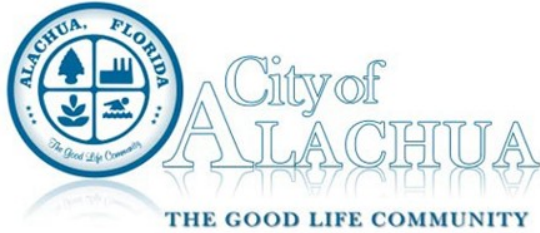
- To make a motion, the maker should say:
 - “I move that...” or “ I move to...”
- Never say “I make a motion to...”
- A motion must be seconded by another member to stand
- A second merely implies the seconder of the motion agrees the body should consider/discuss the motion on the floor – not necessarily that he/she supports the motion itself.
- Once a motion is made and properly seconded, the chair should open the floor for comments from citizens present.
- Once all citizens have commented the chair should restate the motion, which means the motion belongs to the board and no longer to the maker of the motion.
- After the motion belongs to the board the chair puts the motion to a vote by saying: “All those in favor say Aye..... All opposed say Nay”.
- After the vote is tallied, the chair rules on which side won the vote.

Amending A Motion

- Amending a motion means to modify a pending motion in some manner prior to voting on the pending motion.
- An amendment must be related to the pending motion and have a relevant bearing on the meaning of the pending motion.
- There are three basic processes for amending a motion:
 - To insert or to add words
 - To strikeout words
 - To strikeout and insert words
- The amended motion requires a second and the floor should be opened for public comment after amended motion stands
- The amendment requires a majority vote to adopt

Summary

- The chairperson runs the meeting
- The meeting starts when the chairperson calls the meeting to order
- If a motion is to stand for discussion, someone has to “second” it
- If the motion is to be changed, someone must make a motion to amend.
- At the end, the chairperson will take a vote. Majority wins.



Commission Agenda Item

MEETING DATE: February 27, 2025

SUBJECT: Future Project/Initiative Ideas

PREPARED BY: John Hansen, Recreation and Culture Assistant Director

RECOMMENDED ACTION:

Discuss ideas for future projects and/or initiatives.

Summary

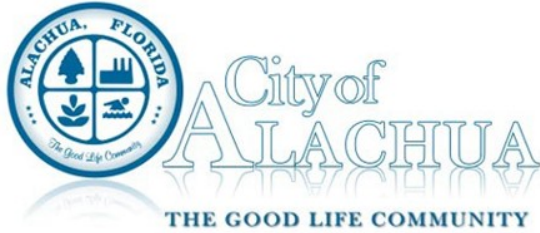
Each year, the Florida League of Cities grants the Youth Council Excellence Award to a chosen municipal youth council in Florida. The award celebrates exemplary municipal youth council projects or initiatives that have made significant contributions to their municipality. Discuss ways to positively impact the community and make change that is worthy of this award.

FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

ATTACHMENTS

None



Commission Agenda Item

MEETING DATE: February 27, 2025

SUBJECT: Future Field Trips or Events

PREPARED BY: John Hansen, Recreation and Culture Assistant Director

RECOMMENDED ACTION:

Discuss upcoming events and the possibility of future field trips.

Summary

Recreation and Culture Director Damon Messina will discuss upcoming events. Members can discuss future field trip ideas and if there are any civic engagement opportunities that can be traveled to and participated in.

FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

ATTACHMENTS

None