



Youth Advisory Council Agenda September 23, 2021

Chair Megan Walls

City Manager Mike DaRoza

Vice Chair Laura Kleckner

Member Addison Grosz

Member Aidan Grosz

Member Jamie Morris

Youth Advisory Council At 4:30 PM

Meeting Date: September 23, 2021

Meeting Location: James A Lewis Commission Chambers

15100 NW 142 Terr.

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.
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YOUTH ADVISORY COUNCIL MEETING AGENDA

CALL TO ORDER

INVOCATION

PLEDGE TO THE FLAG

APPROVAL OF THE AGENDA

I. OLD BUSINESS

- A. Creation of T-Shirts
- B. Senior Appreciation Project

II. NEW BUSINESS

- C. Election of Chair and Vice Chair
- D. Appoint Applicants to the General Council
- E. Calendar for School Year 2021-2022
- F. Municipal Government Review
- G. Parliamentary Procedures Review
- H. Sunshine Law and Public Records Presentation

III. BOARD COMMENTS/DISCUSSION

IV. CITIZENS COMMENTS

ADJOURN



Board/Committee Agenda Item

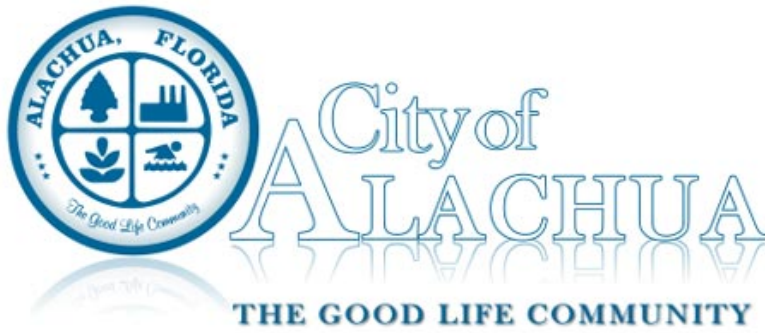
MEETING DATE: 9/23/2021
SUBJECT: Creation of T-Shirts

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:
Receive the report.

Summary

Update from Deputy City Clerk LeAnne Williams.



Board/Committee Agenda Item

MEETING DATE: 9/23/2021

SUBJECT: Senior Appreciation Project

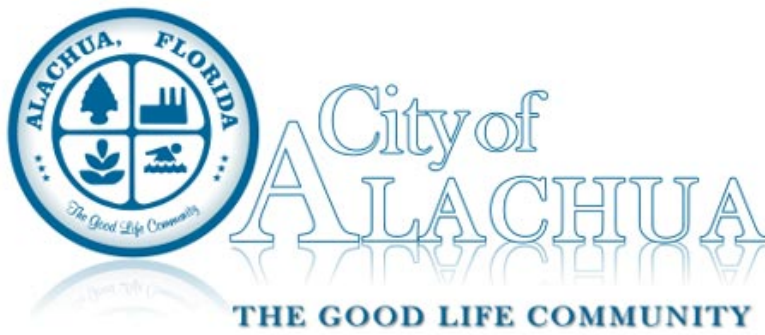
PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:

Discuss

Summary

Discuss Walk on Main Street, set for October. We are looking at October 16 or 23rd.



Board/Committee Agenda Item

MEETING DATE: 9/23/2021

SUBJECT: Election of Chair and Vice Chair

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:

Elect a chairperson and vice chairperson.

Summary

The Youth Advisory Council chairperson and vice chairperson serve one-year terms. City Code Section 2-963 provides the process for election of chair and vice chair. Both positions are to be elected from among the voting members of the YAC.

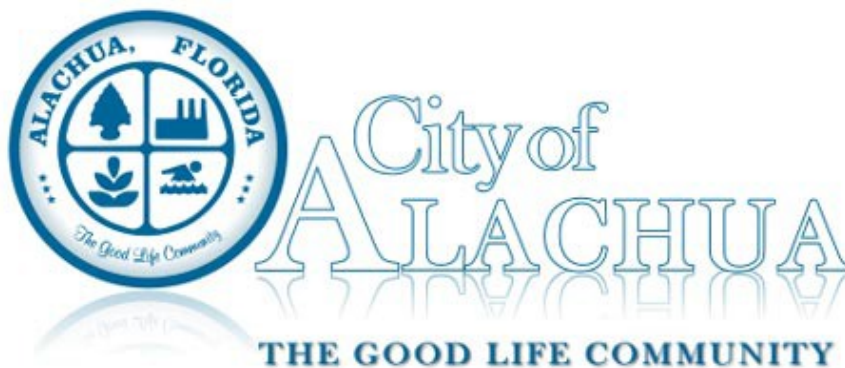
The YAC can make the elections via voice vote or by ballot confirmed with a voice vote. A ballot has been provided if the YAC desires to use it for electing a chair and vice chair.

It is recommended that the positions of Chair and Vice Chair rotate each year, the goal being that as many members as possible may experience leading and chairing a committee.

ATTACHMENTS:

Description

- ☐ Ballot 1
- ☐ Ballot 2
- ☐ Ballot 3
- ☐ Ballot 4



Ballot for Chair of the Youth Advisory Council

☐ Grosz, Addison

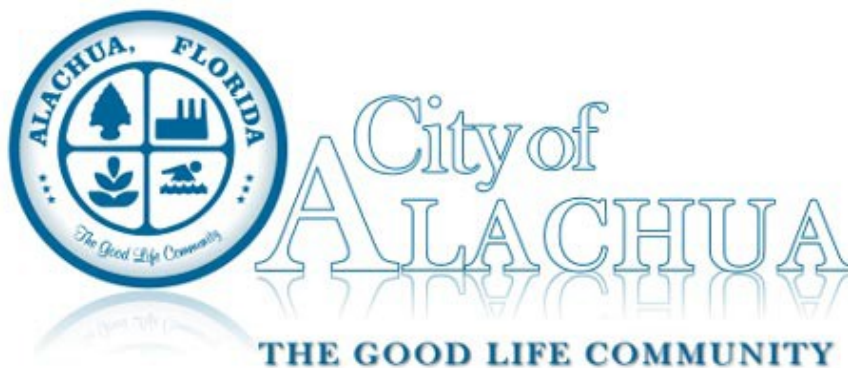
☐ Grosz, Aidan

☐ Micah Latham

☐ Morris, Jamie

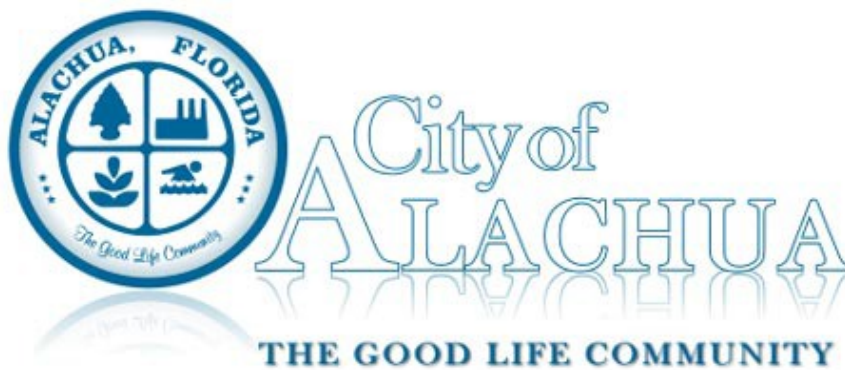
☐ Walls, Megan

Please check mark one (1)



Ballot for Chair of the Youth Advisory Council

Write in one name:



Ballot for Vice Chair of the Youth Advisory Council

☐ Grosz, Addison

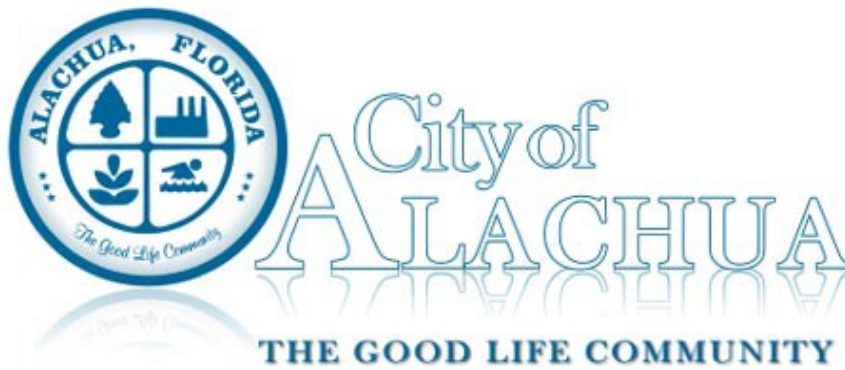
☐ Grosz, Aidan

☐ Micah Latham

☐ Morris, Jamie

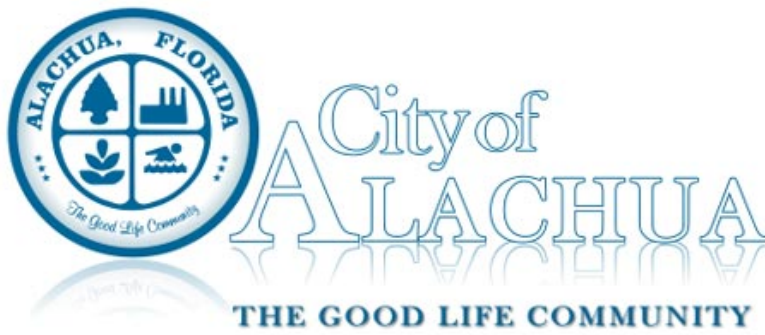
☐ Walls, Megan

Please check mark one (1)



Ballot for Vice Chair of the Youth Advisory Council

Write in one name:



Board/Committee Agenda Item

MEETING DATE: 9/23/2021

SUBJECT: Appoint Applicants to the General Council

PREPARED BY: LeAnne Williams, Assistant Deputy City Clerk

RECOMMENDED ACTION:

Appoint Camille Curtis, Nezhiah Curtis, and Kaeleigh Willett to the General Council.

Summary

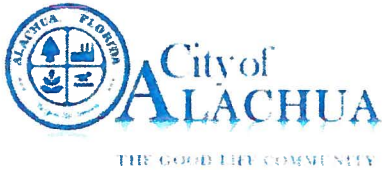
The City received three applications for appointment to the Youth Advisory Council from Camille Curtis, Nezhiah Curtis, and Kaeleigh Willett. With no vacancies available on the YAC voting membership, these applications are being forwarded to the YAC for consideration to be appointed to the General Council.

City Code Section 2-962 states appointments to the General Council shall be approved by a majority vote of the YAC. The General Council may consist of up to 40 students.

ATTACHMENTS:

Description

- ▢ APP - Curtis, Camille
- ▢ APP - Curtis, Nezhiah
- ▢ APP - Willett, Kaeleigh
- ▢ Ballot



YOUTH ADVISORY COUNCIL

APPLICATION

BACKGROUND:

Thank you for your interest in the City of Alachua Youth Advisory Council (YAC). The purpose of the Council is to stimulate and foster the active participation of young individuals in the addressing of issues impacting the youth of the community to ensure leaders of tomorrow have input in the local government process today.

The YAC serves in an advisory capacity to the City of Alachua Commission. There are five (5) voting members of the YAC and a General Council made up of non-voting members. All voting members are appointed by the City of Alachua Commission. The General Council members are appointed by the voting members of the YAC.

ELIGIBILITY:

Applicants must be enrolled in in a public school, private school or a home education program within the city of Alachua in grades nine through twelve.

MEETINGS:

The YAC meets at least quarterly or more often as directed by the YAC. The meetings are held in the James A. Lewis Commission Chambers at Alachua City Hall and are open to the public.

Instructions: Complete all fields below and on page 2 and submit application and letter of recommendation to:

City of Alachua
Attn: Deputy City Clerk's Office
P.O. Box 9
Alachua, FL 32616

Student: Camille Curtis E-mail: camille.aubrey@gmail.com
Home Address: 14326 NW 158th Ave City: Alachua State: FL Zip: 32615
Home Phone: Cell Phone: 352-681-0003
School: Santa Fe High Grade: 9th
Parent/Guardian: Kenyata Curtis Parent/Guardian Phone: 352 672 7303

I have read and understand the commitment required as a member of the City of Alachua Youth Advisory Council. I will be a positive representative of youth in the community and serve to accomplish the goals and duties of the Youth Advisory Council.

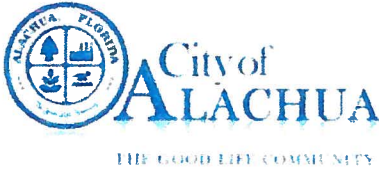
Student Signature: Camille Curtis

Date: 9-2-2021

Parent/Guardian Permission: *I give my permission for _____ to apply to and participate as a member of the City of Alachua Youth Advisory Council.*

Parent/Guardian Signature: Kenyata Curtis

Date: 9-2-2021



YOUTH ADVISORY COUNCIL

APPLICATION

Please check only one (1). I am applying for membership as a: ☒ Voting Member
☐ General Council Member

1. Why do you want to serve as a member of the City of Alachua Youth Advisory Council?

I would like to help my peers voice be heard from someone my age. As a young professional, I'm looking to expand my resume through serving on different boards.

2. Explain how you are involved in your school and/or community. List all extracurricular activities.

I'm a camp leader at Legacy
I'm a youth volunteer at my Church.
I'm a part of a dance group that serves young women 10-21.

3. What skills, talents and abilities do you have that will be beneficial in accomplishing the goals and duties of the City of Alachua Youth Advisory Council?

I love serving others
I am very creative
I am organized

4. List two (2) adult references (non-relatives) with phone numbers.

Reference 1

Name: Benita Bannis
Relationship: Admin - Church
Phone: 352-682-5542

Reference 2

Name: Ananda Jordan
Relationship: Dance Vice President
Phone: 352-222-0921

5. Attach one (1) letter of recommendation from a staff/faculty member of your school.

To the Youth Advisory Council of Alachua,

My name is C. Wyland Oyama and I am the Program Director for the Institute of Biotechnology at Santa Fe High School in Alachua, Florida. As a program, we prepare high school students for the rigors of higher academics through hands-on experimentation, college level science content, and real-world lab techniques practiced in the biotechnology industry today. After three years of study the students are given an exam to prove their knowledge, earning them a certification that allows for immediate immersion into the Biotechnology workforce.

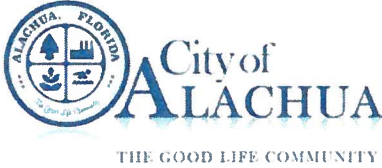
Camille Curtis has exuded responsibility in the short time that I have known her. As a new Biotech student, they are thrown into a new world of expectations that they haven't seen in their education up to this point. She has been attentive, invested, and shows a work ethic that isn't found in most students. I have seen her actively assisting her struggling classmates, and collaborating with peers to improve the quality of her work. While I frequently need to ask the average student to focus their attention and remain on task, I can always count on Camille to get her work done and to do it well.

I believe that Camille will be an asset to your Youth Advisory Council. She has impeccable morals, and her inherent wisdom lends itself to the collective perspective of the community. She is diligent, meticulous, empathic, and a slew of other beneficial attributes which would make this letter of recommendation far too long to read. In summation, Camille Curtis has my full endorsement and I highly suggest that you include her on your council.

Respectfully,

C. Wyland Oyama

Program Director
Institute of Biotechnology
Santa Fe High School
Alachua, FL



YOUTH ADVISORY COUNCIL

APPLICATION

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ELIGIBILITY:

Applicants must be enrolled in a public school, private school or a home education program within the city of Alachua in grades nine through twelve.

MEETINGS:

The YAC meets at least quarterly or more often as directed by the YAC. The meetings are held in the James A. Lewis Commission Chambers at Alachua City Hall and are open to the public.

Instructions: Complete all fields below and on page 2 and submit application and letter of recommendation to:

City of Alachua
Attn: Deputy City Clerk's Office
P.O. Box 9
Alachua, FL 32616

Student: Neziah Curtis E-mail: zicurtis04@gmail.com
Home Address: 14326 NW 158th Ave. City: Alachua State: FL Zip: 32615
Home Phone: — Cell Phone: 352 681 0000
School: Santa Fe High Grade: 11th
Parent/Guardian: Kenyata Curtis Parent/Guardian Phone: 352 672 7303

I have read and understand the commitment required as a member of the City of Alachua Youth Advisory Council. I will be a positive representative of youth in the community and serve to accomplish the goals and duties of the Youth Advisory Council.

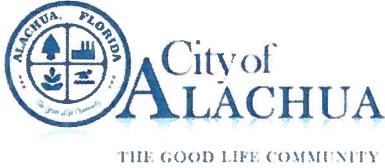
Student Signature: Neziah Curtis

Date: 9-2-2021

Parent/Guardian Permission: *I give my permission for _____ to apply to and participate as a member of the City of Alachua Youth Advisory Council.*

Parent/Guardian Signature: Kenyata Curtis

Date: 9-2-2021



YOUTH ADVISORY COUNCIL

APPLICATION

Please check only one (1). I am applying for membership as a: ☒ Voting Member
☐ General Council Member

1. Why do you want to serve as a member of the City of Alachua Youth Advisory Council?

I would like to serve my community and gain valuable experience and opportunity while serving. I would like a deeper understanding of how municipalities work.

2. Explain how you are involved in your school and/or community. List all extracurricular activities.

I volunteer on my church tech team
I'm a youth lead for Kid's WELL

3. What skills, talents and abilities do you have that will be beneficial in accomplishing the goals and duties of the City of Alachua Youth Advisory Council?

I am a strategic thinker
I teach well
I am good w/ computers/tech

4. List two (2) adult references (non-relatives) with phone numbers.

Reference 1

Name: Jennelle Capehart
Relationship: Family friend
Phone: 352 467 0850

Reference 2

Name: Bonita Bannis
Relationship: Admin-Church
Phone: 352 682 5542

5. Attach one (1) letter of recommendation from a staff/faculty member of your school.

To the Youth Advisory Council of Alachua,

My name is C. Wyland Oyama and I am the Program Director for the Institute of Biotechnology at Santa Fe High School in Alachua, Florida. As a program, we prepare high school students for the rigors of higher academics through hands-on experimentation, college level science content, and real-world lab techniques practiced in the biotechnology industry today. After three years of study the students are given an exam to prove their knowledge, earning them a certification that allows for immediate immersion into the Biotechnology workforce.

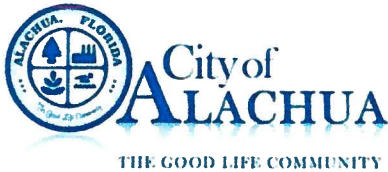
I had Nezhiah Curtis in my Biotech Summer Program, an intensive six-week course where students are immersed in the science content behind the Biotechnology industry. They performed experiments ranging from identifying macromolecules in the foods we eat, to altering the genome of *E. coli* bacteria. It was a privilege working with Nezhiah for those six weeks. He acted as a true leader, guiding his lab mates through these incredibly complex experiments. I was able to trust him with potentially dangerous equipment, which is a major request for many other students at his age. He engaged in scientific discussion that I would expect from college and graduate students.

I believe Nezhiah's positive performance in the summer program stems from a true desire to learn and work. He doesn't seem to strive for a particular accolade and stop growing. Nezhiah is curious. He wants to see the issue from all angles, and discern all of its functions and purposes. His greatness is not a final destination, it is an accomplishment he earns from being his true self. By being the inquisitive, talented, whole-hearted student that I know him to be. I highly recommend adding Nezhiah Curtis to your Youth Advisory Council. He's one of a kind.

Respectfully,

C. Wyland Oyama

Program Director
Institute of Biotechnology
Santa Fe High School
Alachua, FL



YOUTH ADVISORY COUNCIL

APPLICATION

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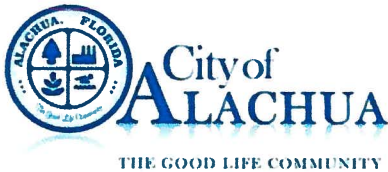
Student: Kaeleigh Willett E-mail: kaegirl137@gmail.com
Home Address: 11908 NW 122ND TER City: Alachua State: FL Zip: 32615
Home Phone: _____ Cell Phone: (352) 792-9935
School: Santa Fe Highschool Grade: 10th
Parent/Guardian: Michael Willett Parent/Guardian Phone: (214) 432-5841

I have read and understand the commitment required as a member of the City of Alachua Youth Advisory Council. I will be a positive representative of youth in the community and serve to accomplish the goals and duties of the Youth Advisory Council.

Student Signature: Kaeleigh Willett Date: 30 AUG 2021

Parent/Guardian Permission: *I give my permission for* Kaeleigh Willett *to apply to and participate as a member of the City of Alachua Youth Advisory Council.*

Parent/Guardian Signature: Michael Willett Date: 8/30/21



YOUTH ADVISORY COUNCIL

APPLICATION

Please check only one (1). I am applying for membership as a: ☒ Voting Member
☐ General Council Member

1. Why do you want to serve as a member of the City of Alachua Youth Advisory Council?

Throughout my life I've been involved in my community. I, like many, notice things around me. From the route to school, to running simple errands, I interact with my community daily. I believe people deserve to have their voices heard. I'd personally love to help fund the Santa Fe Highschool Institute of Biotechnology to further future scientists!

2. Explain how you are involved in your school and/or community. List all extracurricular activities.

I help volunteer at the San Felasco Hammock Preserve State Park. I volunteer for the SFHS Biotechnology program. I attend a local highschool. I played Varsity Soccer and was a Varsity Weightlifter last year for my school. I am now a member of Leadership for the Biotech program. *(I am the BT2 Class Representative!)

3. What skills, talents and abilities do you have that will be beneficial in accomplishing the goals and duties of the City of Alachua Youth Advisory Council?

I have always been artistically inclined; I can help make posters (I have great experience with digitalized art.) I am an extremely hard worker and I hold myself to high standards. Last year I balanced 2 sports and 6 in-school classes and 2 online classes well. I am very open-minded, willing to learn, and compassionate!

4. List two (2) adult references (non-relatives) with phone numbers.

Reference 1

Name: Arianna Jones
Relationship: Neighbor / babysitter for
Phone: (352) 283-2354

Reference 2

Name: Tara Gabriel
Relationship: World History / AP Psych Teacher
Phone: 386-462-1125

5. Attach one (1) letter of recommendation from a staff/faculty member of your school.

Santa Fe High School
16213 US-441
Alachua, FL 32615

August 30th, 2021

To whom it may concern,

I am writing this letter in recommendation of Kaeleigh Willett for the City of Alachua Youth Advisory Council. I have known Ms. Willett for over a year as a student in my Environmental Science class.

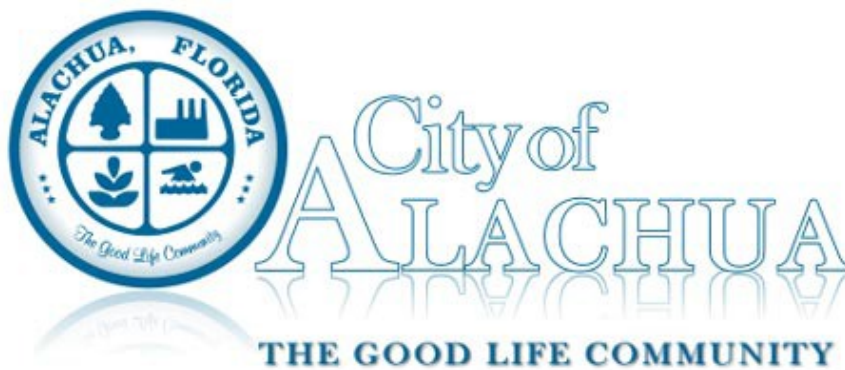
As a student, she has shown the ability to overcome many obstacles that are thrown her way. Her ability to work cooperatively with her peers in order to problem solve, along with her dedication to helping others, has proven to me that she is destined for success. Ms. Willett attends class every day with the determination to do her best, no matter what circumstances she may be going through. She has also shown time and time again the knowledge and skills necessary to be a leader to her peers, having taken leadership roles in group work, discussions and labs. The positivity that she puts into her work is infectious and is a quality that brings out the best in her peers who work with her. The hard work that she puts into her education has allowed her to be one of the more successful students in her classes.

Ms. Willett is an incredible student, one that I wish I had more of. As both a resident and educator in the City of Alachua, I encourage you to consider her for the Youth Advisory Council as there isn't a student more deserving. If you have any questions, please feel free to contact me at wellsta@gm.sbac.edu.

Sincerely,

A handwritten signature in cursive script, appearing to read "Tyler Wells". The signature is written in dark ink and is positioned below the word "Sincerely,".

Tyler Wells
Science Teacher
Santa Fe High School

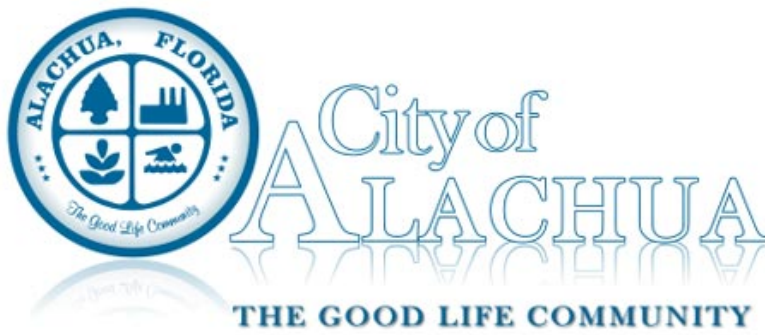


Ballot for Appointment To the General Council

Camille Curtis Appoint? Yes_____ No_____

Neziah Curtis Appoint? Yes_____ No_____

Kaeleigh Willett Appoint? Yes_____ No_____



Board/Committee Agenda Item

MEETING DATE: 9/23/2021

SUBJECT: Calendar for School Year 2021-2022

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:

1. Set future meetings
 2. Adopt the recommended dates for the current school year
-

Summary

The Youth Advisory Council will meet either on a quarterly, bi-monthly or monthly bases. Presented are the recommended dates for the current school year.

ATTACHMENTS:

Description

- ▢ 21-22 Monthly
- ▢ 21-22 Bi-Monthly
- ▢ 21-22 Quarterly

##

2021

January						
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26	27	28	29	30	31	

Red = Holiday

Green = Commission Meeting

Blue = YAC

2022

January						
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October						
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February						
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May						
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August						
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November						
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Red = Holiday

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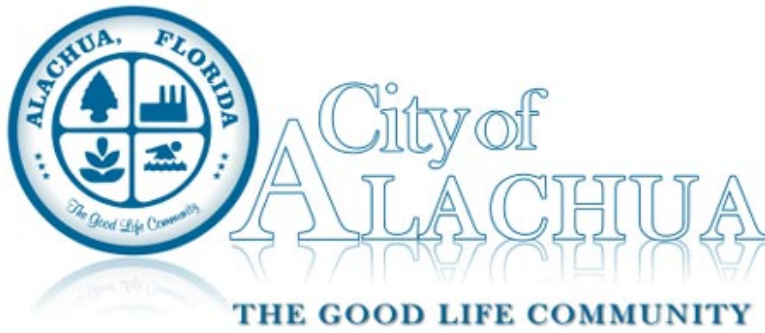
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Board/Committee Agenda Item

MEETING DATE: 9/23/2021

SUBJECT: Municipal Government Review

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:

Receive the presentation.

Summary

The State of Florida has set forth statutes which broadly identify the structure and power of cities. The Charter and ordinances of cities provide for local legislation controlling governance. This presentation is to give the Youth Advisory Council an overview of this structure within the City of Alachua.

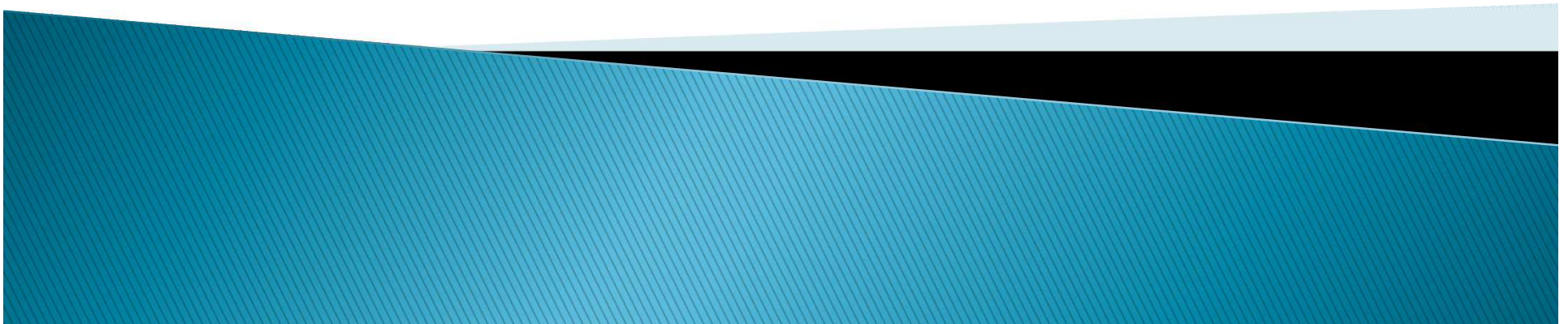
ATTACHMENTS:

Description

- ▢ Municipal Government Review

Municipal Government Cities 101

City of Alachua
Youth Advisory Council



Today's Goals

- ▶ Understand Florida's Municipal Governments
- ▶ Understand Alachua's-specific city issues



Florida's Governments

- ▶ Florida's Constitution provides for four (4) local governments: counties (67), municipalities (412), school districts (74) and special districts (1,700 +/-)
- ▶ Municipal governments are defined in Article VIII, Section 2 of the Constitution



Municipal Powers

- ▶ Municipalities are cities, towns and villages
- ▶ All Floridians live in either unincorporated county (outside a city) or within a city
- ▶ Cities, towns and villages have the SAME powers in FL; not true in other states
- ▶ Voters choose the type of name



More on Powers

- ▶ Municipal governments in FL have Home Rule (Article VIII, section 2) – provides that a city may enact *any* law, provided it does not conflict w/state or federal law
- ▶ Very broad power; used to be just the reverse and a city had to have state permission to do everything



Florida's Municipalities

- ▶ If you live or work in a city, you are ALWAYS within the county, school district and usually at least one special district (water management district)
- ▶ Cities are *citizen-driven* in creation: desire to live together for common goals, common service delivery
- ▶ Cities are the level of government closest to people: “taste, touch, smell” services



Florida City: Statistics

- ▶ 412 active municipalities
- ▶ Populations range from 27 (up from 10) to 903,889 (Lake Buena Vista to Jacksonville)
- ▶ Jacksonville has the largest land mass (750 square miles) while Lazy Lake has the smallest land mass (0.023 square miles)
- ▶ 2019 Estimated Population in Florida: 21.67 Million (An increase of 2 million in 5 years)
- ▶ While Northerners are moving to South Florida, South Florida natives are moving to North Florida



How Cities Govern

- ▶ Elected body: called council or commission
- ▶ Elected; non-partisan and usually part-time with no to low pay for serving
- ▶ Staff reports to Council or City Manager
- ▶ Council legislates; staff implements
- ▶ City Constitution: charter; every city has one in FL and it describes the elected body, chain of command and form of government



Forms of City Government

- ▶ Mayor–Council: can vary in mayoral powers (weak to strong); council does all things collectively
- ▶ City of Alachua is a Council–Manager form of Government
- ▶ Population 9,949 (2018)
- ▶ Alachua County consistently sees a 1.15% yearly growth in population



Tools City Use to Govern

- ▶ City Charter: establishes the government
- ▶ City Ordinances (laws): local application and enforcement
- ▶ City Policies: developed internally to guide staff and used as rules, procedures
- ▶ Resolutions: commemorate and honor
- ▶ Citizen Advisory Boards: volunteers who help guide, evaluate and give input



City Services

- ▶ Main reason for city creation: share the cost and scope of services like water, wastewater, police, fire, solid waste, planning, zoning, parks & recreation, building inspection, transportation, library, cemetery
- ▶ Each council determines the services and how they are paid for (tax, fee, assessment)
- ▶ Biggest Challenge for municipalities – Balancing service demand with funds



City Funding/Expenses

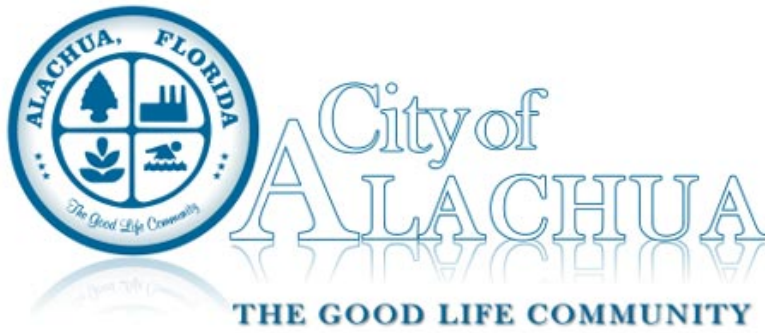
- ▶ Largest revenue for a city is fees (charge for service) – water, storm water, wastewater, solid waste, parks, libraries, permits
- ▶ Taxes: property tax, utility tax, portion of state sales tax – usually used for citywide programs like fire, police, planning, zoning
- ▶ Assessments: benefits a specific area with a specific need with ear-marked dollars



Cities in Alachua County

- ▶ 7 Cities within the County; population ranges from 1,030 in Waldo to 132,249 in Gainesville
- ▶ Charters are all unique (Alachua, Archer, Gainesville, Hawthorne, High Springs, Newberry, Waldo)
- ▶ Services vary by city: no two the same; some services are shared among cities
- ▶ 2 Towns within the County (LaCrosse, Micanopy)
- ▶ 17 Unincorporated Areas





Board/Committee Agenda Item

MEETING DATE: 9/23/2021

SUBJECT: Parliamentary Procedures Review

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:

Receive the Presentation.

Summary

Parliamentary Procedure is the body of rules, ethics and customs governing, among other thing, meetings. The City of Alachua has established such rules for all of its boards and committees.

This presentation will introduce the YAC to the basics of parliamentary procedure.

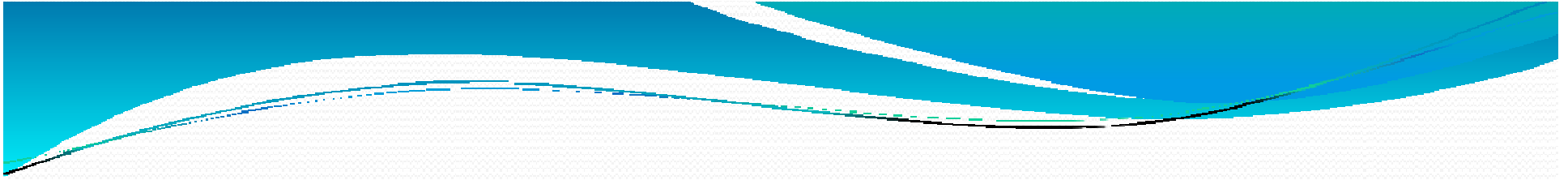
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Description

▣ Parliamentary Procedures

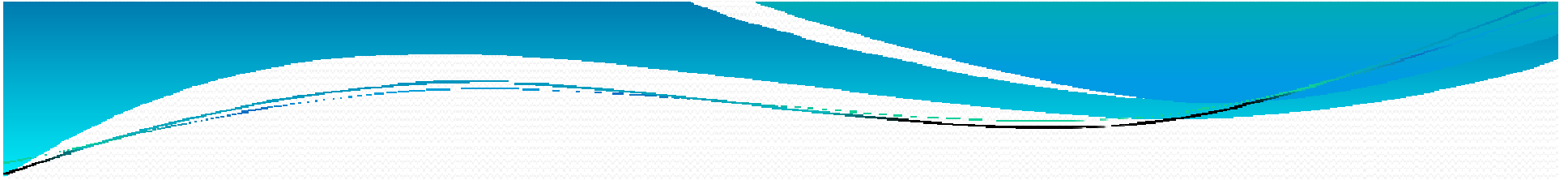
Parliamentary Procedure

City of Alachua
Youth Advisory Council (YAC)



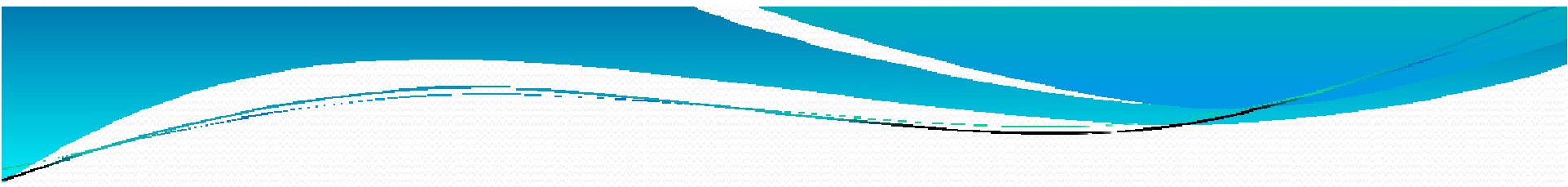
What is parliamentary procedure?

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



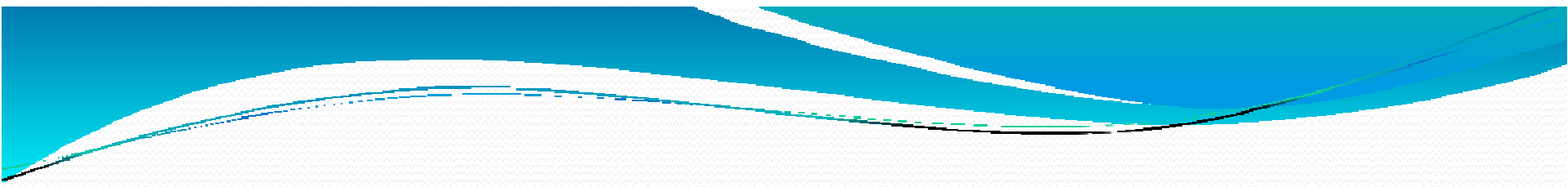
What are Robert's Rules of Order?

Codification of general present-day parliamentary procedures.



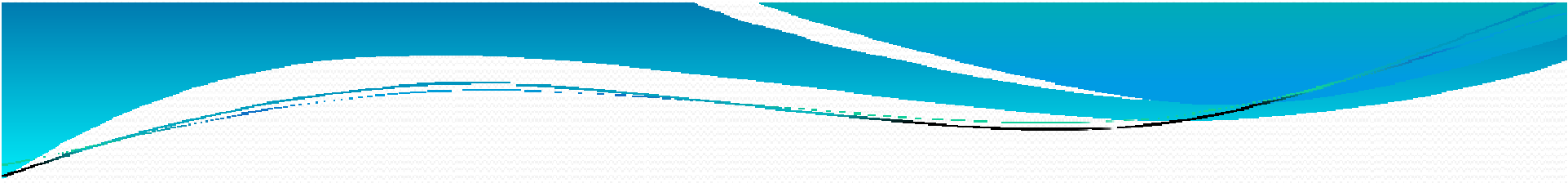
Basic Principles

- 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 get 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



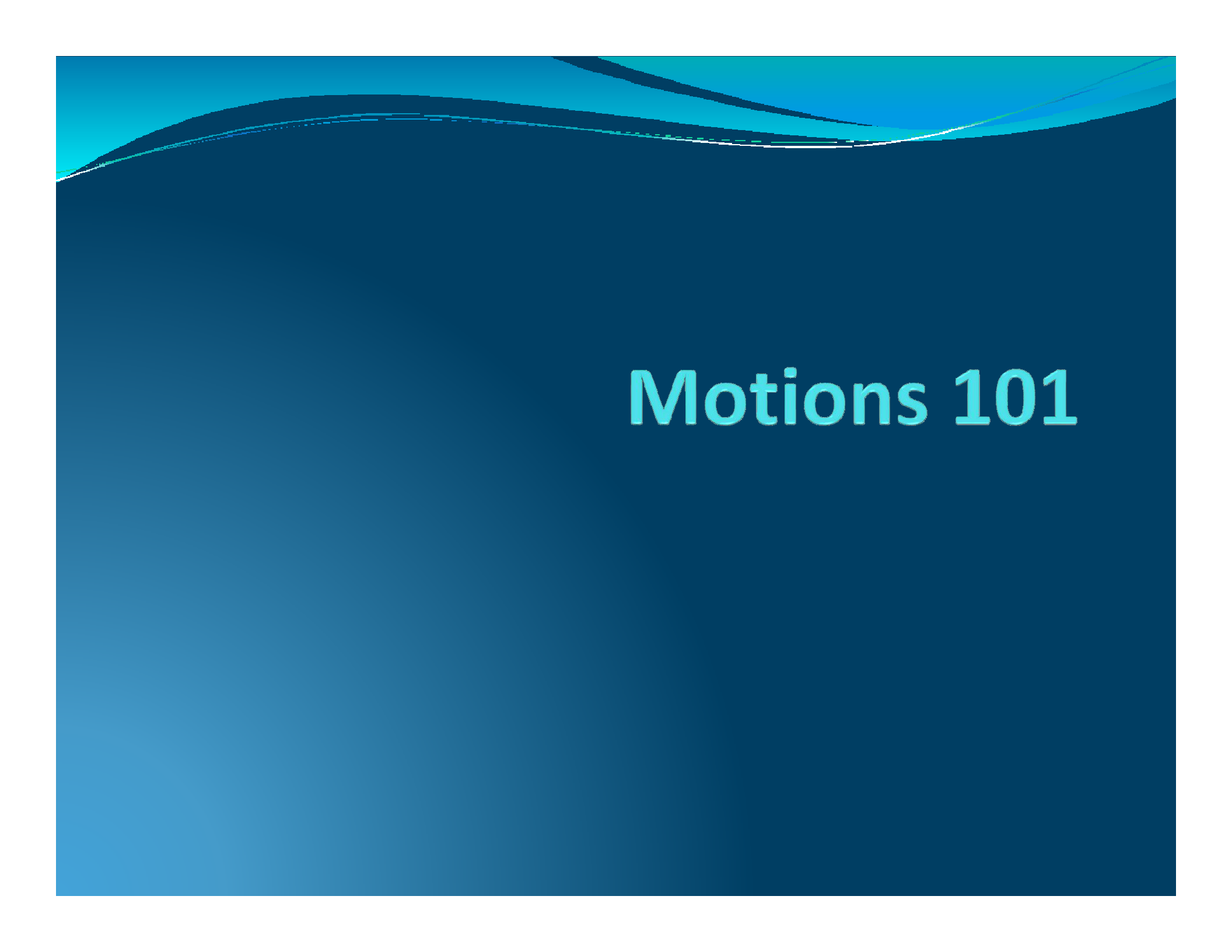
Promoting Courtesy

- 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 infraction of rules are corrected

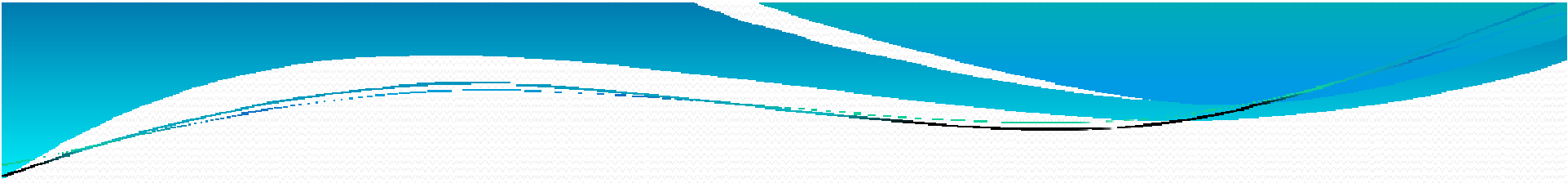


Order of Business

- 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.

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Motions 101



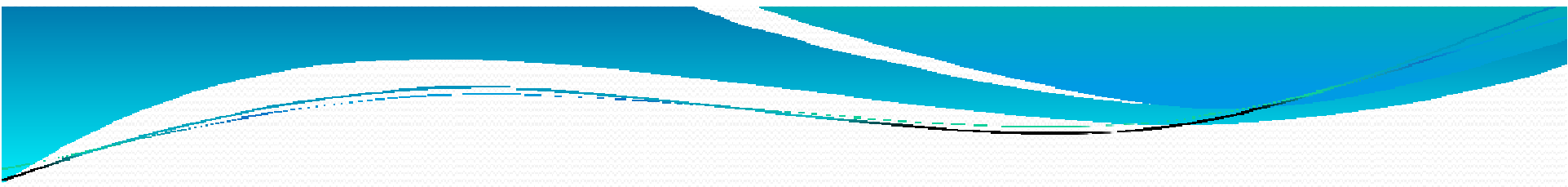
Motions

- 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.

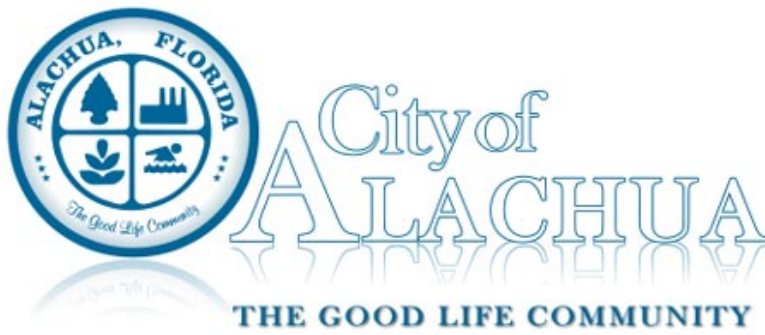


Amending A Motion

- 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.



Board/Committee Agenda Item

MEETING DATE: 9/23/2021

SUBJECT: Sunshine Law and Public Records Presentation

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:

Receive the presentation.

Summary

Staff will provide an overview of the Sunshine Law and how it applies to the Youth Advisory Council.

ATTACHMENTS:

Description

- ☐ Sunshine Law and YAC

SUNSHINE LAW & PUBLIC RECORDS

City of Alachua
Youth Advisory Council (YAC)



Florida's Sunshine Law

- Florida's Sunshine Law is considered the gold standard of open records and meetings laws across the country
- No other government on the planet is as open as Florida

What this Means for YAC Meetings

- Provides a right of access to governmental proceedings
- Affects mostly city council and advisory board members
- Meetings must be open to the public
- Reasonable notice must be given
- Minutes must be taken

What it Means for the interaction of the Board Members

- All discussion about Public Business must be conducted in a Public Meeting
- Any discussion about Public Business conducted in private is strictly forbidden: this includes siblings
- All discussion about Public Business on Social Media must be maintained by the City: Facebook, Twitter, Instagram, YouTube, email, text messages.

Public Records

- A Public Record is any information related to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.
- If you used it to communicate public business, it's a public record
- Rule of Thumb: Don't create a record until it is necessary

Questions?

