

## **Carrboro Youth Advisory Board**

### **Draft Framework**

#### **Overview**

The Carrboro Youth Advisory Board is an opportunity for young people aged 15 -18 to have a formal role in the Town's planning and decision-making process and to highlight issues and government policy and actions that affect young people. Advisory Board members will learn how municipalities function and the importance of resident involvement in civic matters. While members of the Carrboro Youth Council may also serve on the Advisory Board, the Advisory Board is distinguished from the Youth Council in the following ways:

- Membership is limited to students aged 15 – 18 who live in, work in and/or attend public, private or home school classes in Carrboro.
- The Advisory Board plays a formal role in governmental decision-making, with regular exposure to the Mayor, Board of Aldermen, the Town Manager's office, and various Town departments.
- Given its formal role, a high level of commitment to attend and participate in Youth Advisory Board is required.
- There are fewer seats, thus selection is more competitive than for the Youth Council.
- Students are selected by the Mayor's office in consultation with the staff liaison.
- Service projects are not included in the work of the Advisory Board.

#### **Membership and Terms**

- A formal application process will allow the selection of no less than 7 members and no more than 11 members.
- Membership is limited to young people aged 15 -18 who live in, work in and/or attend public, private or home school classes in Carrboro, and who are not enrolled as full-time college students.
- Preference may be given to Carrboro residents.
- The Town will seek even representation from the Carrboro High School and Chapel Hill High School student bodies, with no more than three appointees from each school.
- The application and selection process will be in early fall of each year.
- Appointees will reflect the demographic diversity of students who live in and/or attend school in the Town of Carrboro.
- Terms will be for one school year. Members may be reappointed for up to three terms based on attendance, participation, individual contributions, and the composition needs of the Advisory Board.

- A Chair and Vice Chair will be elected at the first meeting of each term. Officers may serve only one term in each role.
- Advisory Board members may be removed for missing two consecutive meetings without communication to the staff liaison and the Advisory Board Chair, or for conduct affecting the performance of duties or the proper functioning of the Advisory Board.

### **Meetings and Participation**

- Meetings will be monthly at a time and place to be decided by the inaugural Advisory Board.
- The Town's staff liaison may request feedback from Advisory Board members between meetings, and members shall be responsive to such requests.
- A member who misses two consecutive meetings without communication to the staff liaison and the Advisory Board Chair may be dismissed from the Advisory Board.
- Leadership and civic engagement training will be provided by staff and guest speakers from time to time to help Advisory Board members hone their discussion, conflict resolution and decision-making skills.
- Attempts will be made for each Alderman to attend a Youth Advisory Board meeting.
- A quorum will comprise a simple majority of members appointed to the Advisory Board.
- All meetings will be open public meetings.

### **Responsibilities**

- At time of appointment, each member will sign a contract agreeing to the terms of service, which includes a commitment to attend all meetings, leadership development programs, and occasional meetings of the Board of Aldermen or other Advisory Boards.
- Members will actively participate in discussion and the decision-making process regarding 3-5 major community planning and policy issues annually that affect Carrboro youth, and will provide feedback to staff and elected officials on other issues from time to time. Issues taken up by the Youth Advisory Board may originate from Advisory Board members, the Youth Council, the Board of Aldermen, or the Mayor.
- Participation will require background reading or other tasks as may be assigned by the Assistant to the Town Manager.
- Members will share responsibility for crafting formal written and/or spoken comments for the Board of Aldermen about the issues they discuss.
- The Advisory Board will advise on the Town's social media and other outreach strategies targeted to young people.
- Members will be responsible for reviewing and upholding Advisory Board charter statements and the Town's code of ethics, and for self-regulating the membership.

### **Staff Liaison**

- The Youth Advisory Board will be organized by the Mayor but will be managed and supported by the Assistant to the Town Manager (Staff Liaison).
- The Staff Liaison will work closely with the staff liaison for the Youth Council to coordinate leadership development opportunities, including exposure to various Town departments, and to recruit applicants for the Youth Advisory Board.