

**Town of Smithfield
Ordinance 2020-**

Section I.

Part I of the Town of Smithfield Code of Ordinances entitled Administrative Legislation is hereby amended by adding thereto Chapter 103 entitled “Smithfield Youth Council”

Chapter 103. Smithfield Youth Council

103-1. Creation.

There is hereby established a Smithfield Youth Council for the Town, composed of three (3) or more council members, consisting of young residents of Smithfield representing grades 8-12 who must submit an application, be appointed by the Town Manager and confirmed by the Town Council. The Council shall have adult advisors, one of which is a sitting Town Council Member appointed by the Town Council and any additional adult advisors deemed appropriate and appointed by the Town Council.

103-2. Purpose.

The primary function of the Youth Council is to serve as a communications link between young residents of the Town and Town Government. Through the creation of the Youth Council, the Smithfield Town Council will emphasize its unwavering support and commitment to the Town’s young residents that they represent the future of Smithfield.

103-3. Terms of membership - Filling vacancies eligibility.

- A. All Youth Council members shall be appointed by the Town Manager and confirmed by the Town Council. The members shall consist of young residents of Smithfield representing grades 8-12. Each regular member may serve a term of two (2) years and are eligible for reappointment.
- B. Individuals shall attend and be members of the student body of their respective high school. If an existing council member drops out of school, his/her position as council member will be considered vacated and filled in the manner prescribed. If an existing council member graduates from high

school during his/her term, he/she will be permitted to fill out the remaining portion of his/her term of appointment.

103-4. Officers.

The officers of the Youth Council shall consist of a Chairperson, Vice Chairperson, and Secretary. If the need arises the Youth Council may add the position of Treasurer. All officers shall be elected annually at the first regular meeting and shall serve for a term of one year. The first annual meeting shall be held in September, with date to be determined by the adult advisors. Should the Youth Council, in conjunction with the adult advisor(s), determine that a vacancy exists in any of the officer positions, then the Youth Council shall hold a special election to fill such vacancy, at a time and place to be determined by the Youth Council.

103-5. Removal from Youth Council.

Any member of the Smithfield Youth Council may be removed by a majority vote of the Town Council whenever it is in the best interest of the Town as determined by the Town Council.

103-6. Meetings.

The Youth Council meetings shall be held at least once a month at the Smithfield Senior Center located at 1 William J. Hawkins, Jr. Trail, Smithfield, Rhode Island, in the main hall or designated location, unless otherwise specified. The day and time of the meetings shall be determined by the adult advisor(s).

103-7. Absence from meetings.

If a Youth Council member is absent without cause from three (3) regular meetings of the Youth Council during any calendar year, the Town Manager, subject to approval of a majority of the Town Council, may deem said council member's appointment immediately terminated.

103-8. No financial liability.

Neither the Youth Council nor any member thereof shall incur any financial liability in the name of the Town.

103-9. Adult Advisors.

Town staff from the Parks and Recreation Department will act as liaisons between the Town and the Youth Council. Town staff will assist the Youth Council in developing and preparing reports.

103-10. Program work plan.

The Youth Council shall annually prepare and submit a yearly program work plan outlining proposed activities, project items and events for the next fiscal year. The work plan would specifically identify objectives and action dates of each project. The project work plan is to be submitted to the Town Manager.

103-11. Duties of the Youth Council.

The duties of the Youth Council shall be as follows:

- A. Develop a work plan that specifically identifies projects and/or issues. Include objectives and action dates. The work plan should include potential long-term projects.
- B. Advise, recommend, assist and encourage activities, programs and projects to be undertaken for and with the youth of Smithfield;
- C. Participate in leadership development training and other trainings that are a part of the program.
- D. Keep informed about and be familiar with the progress and development of community teen activities and programs, including social service programs;
- E. Prepare regular status reports on youth programs and activities to be submitted to the Town Council. Include recommendations as to future action regarding these programs;
- F. Identify and recruit businesses, organizations and technical sources for assistance in developing and implementing youth programs;
- G. Develop an action plan for the promotion of youth programs and for increasing the involvement of youths in the creation, promotion and implementation of youth programs;
- H. Periodically attend Town Council meetings.
- I. Other duties as assigned.

103-12. Program recognition and rewards.

Recognition for membership and participation in the Youth Council may include community service credit, annual certificate for participation and other forms of recognition.

Section 2. This ordinance will take effect thirty (30) days after its adoption.

Adopted : _____

Town Clerk Carol Aquilante

Town Manager Randy Rossi

Council President Suzy Alba

APPROVED AS TO FORM AND LEGALITY:

Town Solicitor , Anthony M. Gallone



SMITHFIELD YOUTH COUNCIL

BY-LAWS

(ADOPTED **March 17, 2020**)

As of 2/12/2020

ARTICLE I

NAME

Section 1. Name.

The name of this organization shall be the Smithfield Youth Council and shall hereby be known as the SYC.

ARTICLE II

PURPOSE OF THE YOUTH COUNCIL

Section 1. General Purpose.

The purpose of this organization is to serve as a communications link between the youth and the town government of Smithfield. Through the creation of this youth council the Smithfield Town Council and the Town of Smithfield have sent the message that our youth represent not only our future, but our present.

Section 2. Mission

The mission of the Smithfield Youth Council is to broaden the scope of youth leadership in Smithfield, RI through voluntarism, service and initiatives that are directed towards allowing youth input into policy issues, identifying youth issues and participating in the development of positive solutions.

Section 3. Specific Functions.

Specific functions of the Youth Council shall include, but not be limited to the following:

- a. To establish or strengthen services deemed important by the Youth Council for the youth of Smithfield.
- b. To serve as a forum for the youth of Smithfield to present their ideas, needs, and suggestions.
- c. To address the needs, problems, and issues affecting the youth of Smithfield.
- d. To serve as a liaison between the Town Council and the youth of Smithfield.

ARTICLE III **MEMBERSHIP**

Section 1. Appointments.

The Youth Council membership shall consist of young residents of Smithfield representing grades 8-12 who must submit an application, be appointed by the Town Manager and confirmed by the Town Council. The Youth Council shall have adult advisors, one of which is a sitting Town Council Member appointed by the Town Council and any additional adult advisors deemed appropriate and appointed by the Town Council.

Each regular member may serve a term of two (2) years and are eligible for reappointment.

Section 2. Attendance.

Attendance of the Youth Council meetings is an important component of an individual's membership. Attendance at all meetings is strongly encouraged for all Youth Council members. Members must notify an adult advisor before any absence. If a Youth Council member is absent without cause from three (3) regular meetings of the Youth Council during any calendar year, the Town Manager, subject to approval of a majority of the Town Council, may deem said council member's appointment immediately terminated.

ARTICLE IV OFFICERS

Section 1. Election.

The officers of the Youth Council shall consist of a Chairperson, Vice Chairperson, and Secretary. If the need arises the Youth Council may add the position of Treasurer. All officers shall be elected annually at the first regular meeting and shall serve for a term of one year. The first annual meeting shall be held in September, with date to be determined by the adult advisors. Should the Youth Council, in conjunction with the adult advisor(s), determine that a vacancy exists in any of the officer positions, then the Youth Council shall hold a special election to fill such vacancy, at a time and place to be determined by the Youth Council.

Section 2. Duties of Officers.

Chairperson:

The Chairperson shall preside at all regular and special meetings of the Council. The Chairperson shall appoint, as needed, all committees of the Council, and shall be an *ex-officio* member of any such committee(s). The Chairperson shall make quarterly reports to the Smithfield Town Council concerning the activities of the Council.

Vice Chairperson:

The Vice Chairperson shall preside in the absence of the Chairperson and shall fulfill all other duties of the Chairperson if the Chairperson is unable to perform the duties of office.

Secretary:

The Secretary shall preside in the absence of the Chairperson and Vice Chairperson, and shall keep minutes of each regular or special meeting and maintain records of all committee meetings. The Secretary shall perform such other duties as may be delegated.

Treasurer:

The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of account for the Youth Council, and ensure that these books and records are reviewed by the Finance Director for the Town of Smithfield. The Treasurer may also receive, or be responsible for receipt

of, all monies collected by, due and payable to the Youth Council.

Section 3. Committees.

Formation of Committees and Purpose:

1. Committees will be formed as needed with a majority vote of the Youth Council Members.
2. Committees will be used to accomplish community service projects and other goals of the Youth Council. (ex. Social Media, Community Service, Essay Contest, and Special Events)
3. Chairperson of the Youth Council shall make all Committee assignments.
4. Committee Chairs (Duties)
 - a. Committee will select a Chair, Co-Chair, and Secretary to record actions of the committee.
 - b. Committee meetings shall be held upon call of the Committee Chair.
 - c. A verbal or written report may be made at any meeting of the Youth Council on any subject under consideration, and a written copy of the Committee report will be given the Secretary for inclusion in the official Youth Council records.

ARTICLE V **MEETINGS, QUORUMS, VOTING**

Section 1. Meetings.

The Youth Council meetings shall be held at least once a month at the Smithfield Senior Center located at 1 William J. Hawkins, Jr. Trail, Smithfield, Rhode Island, in the main hall or designated location, unless otherwise specified. The day and time of the meetings shall be determined by the adult advisor(s).

Section 2. Quorum.

The presence of the majority of the entire members of the Smithfield Youth Council shall constitute a quorum for a meeting of the Council. A quorum is necessary to transact official business at any meeting

Section 3. Voting.

The affirmative vote of a majority of the members present shall be necessary to adopt a recommendation to be forwarded to the Smithfield Town Council for discussion and/or possible action.

Section 4. Order of Business.

The chairperson of the youth council shall, when present, call the meeting to order. Before proceeding to business, the roll of members shall be called, and the names of those present (and absent) entered in the minutes. If a quorum is present, the order of the business shall be:

- I. Call to order by the presiding officer;
- II. Salute to the Flag;
- III. Emergency evacuation and health notification;
- IV. Presentations;
- V. Consider approval minutes of the previous meeting;
- VI. Consideration of all items on the agenda;
- VII. Adjournment

Section 5. Recording of Meetings.

The proceedings of the Youth Council shall be recorded by the Secretary.

Section 6. Conduct of Meetings.

No member of the Youth Council shall interfere with the orderly progress of the meeting by leaving his or her seat or engaging in unnecessary conversation.

ARTICLE VI **BUSINESS**

Section 1. Business.

All affairs and business of the Youth Council shall be determined upon majority vote of the members present and voting at any regular or special meeting. Meetings shall be conducted according to Robert's Rule of Order.

ARTICLE VII
AMENDMENTS

Section 1. Amendments.

These Bylaws may be amended by a two-thirds vote of members present and voting at any regular or special meeting of the entire Youth Council, subject to approval of the adult advisors.

TOWN OF SMITHFIELD
NOTICE OF PUBLIC HEARING

Smithfield Town Council to consider an amendment to Part I of the Smithfield Code of Ordinances entitled Administrative Legislation by adding thereto Chapter 103 entitled “Smithfield Youth Council”

Public Hearing Date: Tuesday, March 17, 2020
Time: 7:00 p.m.
Place: Smithfield Town Hall, 64 Farnum Pike, 2nd Floor

Proposed Ordinance Chapter 103. “Smithfield Youth Council”.

The Proposed Ordinance will amend Part I of the Smithfield Code of Ordinances entitled Administrative Legislation by adding thereto Chapter 103, entitled “Smithfield Youth Council” :

Sections 103.1 through 103-12.

The public is welcome to any meeting of the Town Council or its subcommittees. If communication assistance (readers/interpreters/captions) or any other accommodation to ensure equal participation is needed, please contact the Smithfield Town Manager’s office at 401-233-1010 at least forty-eight (48) hours prior to the meeting.

To view the full text of the proposed ordinance amendment, please visit the office of the Smithfield Town Clerk during normal business hours (8:30 a.m. to 4:30 p.m.) or visit the Town’s Web Site at: www.smithfieldri.com.

By order of the Town Council:

Carol A. Aquilante, MMC
Town Clerk

Not part of ad:

Advertisement to run in the Valley Breeze-Observer on **Thursday, March 5, 2020 and Thursday March 12, 2020**. Rhonda: Please provide a draft and cost of ad to Town Clerk Carol A. Aquilante, 233-1000, ext. 111. Thank you.

Copies to: Town Manager
Town Council
Town Solicitor
IT Manager for Town Website (full text attachment to follow)