

Somerset Youth Town Council Charter

Purpose

The Somerset Youth Town Council (“Youth Council”) is established by the Mayor and approved by the Town Council (“Council”) for the purposes of representing the youth of Somerset and bringing the community together. The Youth Council will accomplish these purposes by:

1. advocating for Somerset youth and advising the Council;
2. planning and hosting events; and,
3. working with the Town Committees and other municipal groups.

Youth Council Membership

1. The Youth Council shall consist of a minimum of three (3) and a maximum of nine (9) Somerset youth appointed by the Mayor and approved by the Council.
2. The requirements for membership are:
 - a. All members shall be in grade levels 9 through 12;
 - b. All members shall be residents of the Town of Somerset.
3. An application period for appointment will open every July and close in August, appointments will be made at the September Meeting of the Council.
4. Prospective members must complete an application, current members must submit a Letter of Intent during the application period to remain in the Youth Council.
5. To remain in good standing members must:
 - a. Be willing to attend meetings and contribute thoughts and ideas to the Youth Council;
 - b. If three (3) meetings are missed without prior notice, Member will be removed from the Youth Council.

Duties and Responsibilities

1. Each term of the Youth Council shall be from September to August.
2. During the term, the Youth Council shall meet once a month to conduct business.
3. A quorum of the majority of members must be present.
4. The Youth Council shall have several offices that will be filled at the beginning of each term:

- a. Youth Mayor
 - b. Youth Council President
 - c. Youth Council Vice President
 - d. Secretary
5. The responsibilities of each office shall be:
- a. Youth Mayor: Preside over meetings and set the agenda with the Youth Council President.
 - b. Youth Council President: Help lead discussions, set the agenda with the Youth Mayor, fill in for the Youth Mayor as needed.
 - c. Youth Council Vice President: Fill in for the Youth Mayor and Youth Council President as needed, is responsible for the Youth Council's communications.
 - d. Secretary: Fill in for the Youth Mayor, Youth Council President, Youth Council Vice President as needed, takes notes and prepares minutes.
6. At the beginning of each term, these offices shall be filled by election among the members, this election will be done through a secret ballot vote while all other votes will be an open voice vote.

Youth Council Facilitator

A member of the Somerset staff shall serve as the Youth Council Facilitator whose duties include:

1. reviewing applications and making recommendations on appointments to the Mayor;
2. setting the calendar for the Youth Council; and,
3. assisting the Youth Council as needed.

Maryland Open Meetings

Meetings of the Youth Council shall be conducted in compliance with the Maryland Open Meetings Act. With the assistance of the Town Manager, public notice and an agenda shall be issued prior to the holding of a meeting. Minutes of the meeting shall be promptly prepared, as required by the Act. Once approved by the Youth Council, the meeting minutes shall be given to the Town Manager. As required by the Act, at least one member of the Youth Council shall complete the online training offered by the Open Meetings Compliance Board. The trainee shall

inform the Town Manager once the training has been completed. All members are encouraged to complete the training.