



Mayor's Youth Action Council
City of Manitowoc

Expectations of the Mayor's Youth Action Council for the City of Manitowoc

Meetings

- Mayor's Youth Action Council (MYAC) meetings will be held on the second Wednesday of each month unless otherwise agreed to by the membership
- Mayor's Youth Action Council meetings will begin at 4:30 p.m.
- Notification of meetings:
 - Members are supplied with a yearly calendar including all Council meeting dates
 - Emails/other communication reminders are sent out at least two (2) days prior to the meeting. Reminder notifications will include the date, time, and place
 - A failure to receive reminder notification(s) is not a valid excuse for failure to attend

Attendance

In order to maintain a level of fairness to every member who attends regular meetings, it is important for members to make an honest effort to commit to attendance at MYAC meetings.

Members must attend all meetings. In the case of an absence, the member must notify the Mayor's Office a minimum of 24 hours prior to the meeting.

Unexcused Absences: An unexcused absence shall be any meeting not attended without proper notice. The first unexcused absence will be followed with a letter or email to absentee. A second unexcused absence will result in a letter of warning sent to absentee. Upon the third unexcused absence, membership of absentee is automatically revoked for the remainder of the term.

Membership Agreement

Members shall agree to:

- Represent youth and the City of Manitowoc in a professional manner either in public or during meetings
- Maintain mutual respect for themselves, other Mayor's Youth Action Council members, and advisors
- Maintain acceptable, passing grades
- Contact and notify in writing the Mayor's Office if the decision is made to step down and withdraw membership
- Abide by attendance expectations

Decision Making

Council decisions (such as project selection and planning) will be made based on majority of people in attendance at the meeting.