



Town of Frederick Youth Commission Agenda

Frederick Town Hall
401 Locust Street
Monday, September 11, 2023

6:00 PM

1. Call to order - 6:00 p.m.
2. Approval of Minutes
Minutes of August 29, 2023 Meeting
Attachment: [8.29.23 Minutes_Draft](#)
3. Mission/Purpose
4. By-Laws
5. Miners Day
6. Other Business
7. Adjourn - 7:00 p.m.

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MINUTES
TOWN OF FREDERICK
YOUTH COMMISSION
MEETING CONDUCTED IN PERSON
AUGUST 29, 2023
3:30 PM

CALL TO ORDER: At 3:37 p.m., the meeting was called to order.

ROLL CALL:

- Present: Commissioner Nora, Commissioner Annie, Commissioner Isabel, Commissioner Peyton S., Commissioner Brianna, Commissioner Jamison, Commissioner Troy, and Commissioner Peyton R.
- Also Present: Trustee Brown, Accountant II/ Payroll Administrator Anthony Bixby, Assistant Town Clerk Emily Nitcher, Town Attorney Jason Meyers, Paralegal Teena Estrada, Deputy Public Information Officer Angela Wilson.

APPROVAL OF AGENDA:

APPROVAL OF AUGUST 10, 2023, MINUTES:

The Youth Commission approved the August 10, 2023, Minutes.

ELECTIONS:

CHAIRPERSON:

Commissioner Brianna was elected as the chair, 6-1.

VICE-CHAIRPERSON:

Commissioner Peyton R. was elected as the vice-chair, 7-0.

SECRETARY:

Commissioner Peyton S. was elected as the Secretary, 4-3.

DEPUTY SECRETARY:

Commissioner Nora was elected as the Deputy Secretary, 7-0.

PUBLIC RELATIONS:

Commissioner Isabel was elected as the Public Relations, 5-2.

MEMBERSHIP LIAISON:

Commissioner Jamison was elected as the Membership Liaison, 5-3

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LIAISON SELECTION FOR COMMISSION:

FREDERICK ARTS COMMITTEE:

Youth Commission Liaisons to the Frederick Arts Committee:
Commissioner Peyton S.
Commissioner Jamison

HISTORIC PRESERVATION ADVISORY COMMITTEE:

Youth Commission Liaisons to the Frederick Historic Preservation Advisory Committee:
Commissioner Nora

MINERS DAY COMMITTEE:

Youth Commission Liaisons to the Frederick Miners Day Committee:
Commissioner Annie

PLANNING COMMISSION:

Youth Commission Liaisons to the Frederick Planning Commission:
Chairperson Brianna
Vice-Chairperson Peyton R.

PARKS, OPEN SPACE, AND TRAILS COMMISSION:

Youth Commission Liaisons to the Frederick Parks, Opens Space, and Trails Commission:
Commissioner Isabel
Commissioner Jamison

MINERS DAY:

Accountant II/ Payroll Administrator Anthony Bixby and Deputy Public Information Officer Angela Wilson presented Miners Day to the Youth Commissioners.

Miners Day is Saturday September 16th, 2023, from 8:00 am to 9:00 pm.

The Youth commissioners will be participating in the following roles for Miners Day:

Walking in the Parade: Commissioner Jamison, Commissioner Annie, Commissioner Kelsey, and Commissioner Nora.

Parade Judges: Chairperson Brianna, and Commissioner Troy.

Parade MC: Vice-Chairperson Peyton R.

Crafts: Commissioner Nora.

Town of Frederick Tent: Commissioner Jamison and Commissioner Troy.

The youth commission was encouraged to attend Miners Day and assess what is missing at Miners Day for 13- to 18-year-olds to participate in.

OTHER BUSINESS:

YOUTH COMMISSION SPONSORSHIP:

Golden Eagle Broadcast Group – Sponsorship for the Frederick Youth Commission.

BYLAWS:

Town Attorney Jason Meyers presented about Bylaws to the Youth Commission.

Commissioner Peyton S. commented that the Youth Commission can help people in their generation to feel more connected and involved in the Town.

Commissioner Jamison commented that he joined the Youth Commission because he did not know much about the Town and would like to learn about the Town and be able to inform others.

COMMISSIONER SUGGESTIONS:

Commissioner Troy proposed ASL classes for the youth in the Community.
Commissioner Troy also proposed providing care packages for the teachers, to support those that support the youth.

Chairperson Brianna commented that they would have to include all schools in the Carbon Valley Area for teacher care packages.

Trustee Brown recommended that they do teacher of the month nominations that the Youth Commission will choose from.

Chairperson Brianna suggested that they have student nominations for the teachers the Youth Commission will consider.

Commissioner Nora Suggested that for the elementary schools they have parent nominations.
Commissioner Nora also suggested that they do local awards such as local business gift cards.

UPCOMING MEETING:

Regular Youth Commission Meeting Monday September 11th, 2023, at 6:00 pm.

There being no further business of the Youth Commission, the meeting adjourned at 4:36 p.m.

Approved by the Youth Commission:

Chairperson Brianna

ATTEST:

Assistant Town Clerk - Emily Nitcher

Article I: Name

- The organization shall be referred to as the “Town of Frederick Youth Commission” (TOFYC).

Article II: Purpose and Mission – NEED TO COME UP WITH A MISSION

Purpose:

- The Town of Frederick Youth Commission is charged with developing and recommending policies, programs, and services that empower, support, and inform youth to create an inclusive and vibrant community that enables and encourages youth to be active and engaged in local government.
- The Commission shall study, investigate, and recommend the implementation of programs, services, and policies on all matters related to youth while building partnerships with individuals, groups and organizations that impact youth and families in Frederick.

Mission:

- The Town of Frederick Youth Commission is committed to...

Article III: Membership

Membership Selection:

- Current Commissioners and support staff of the Town of Frederick Youth Commission will select Commission members using an application and interview process.

Eligibility:

- The Commission shall consist of up to 21 voting members, two ex officio nonvoting Town staff representative, and one ex officio nonvoting school district staff representative. The Commission shall consist of the following:
 - I. Up to 20 persons between grades eighth - twelfth
 - II. The Town of Frederick Youth Commissioners must be a member of the Carbon Valley Community with a vested interest in Frederick. In addition, the commissioner must be between grades eighth - twelfth (must be entering 8th grade in the fall)
- Members may not have direct or indirect financial or economic interest in any business or undertaking that may have business before the Board/Commission/Committee for which the applicant is applying.

Article IV: Leadership and Structure

- Defines the leadership structure of the Youth Commission, including the roles of Chairperson, Vice-Chairperson, Secretary, and other relevant positions.
- Outlines the selection or election process for these leadership roles, including term lengths and any eligibility criteria.

Article V: Meetings

- Describes the frequency of meetings (e.g., monthly, bi-monthly) and how meeting schedules are determined.
- Outlines procedures for calling and conducting meetings, including quorum requirements.
- Discusses how special meetings may be called and any rules regarding remote participation.

Article VI: Decision-Making Process

- Clarifies the process for making decisions and taking actions within the Youth Commission.
- Discusses voting procedures, consensus-building, and any requirements for passing motions.

Article VII: Committees and Working Groups

- Addresses the formation of committees or working groups within the Youth Commission, if applicable.
- Outlines the purpose, responsibilities, and authority of these committees.
- Specifies how committee members are appointed and how they report back to the main commission.

Article VIII: Finances

- If applicable, discusses the commission's financial management, including budgeting, fundraising, and fiscal responsibility.
- Outlines procedures for approving and tracking expenses.

Article IX: Amendments

- Details the process for amending the bylaws, including how proposals for changes are made, reviewed, and approved.
- May require a certain level of consensus or a supermajority vote for amendments.

Article X: Dissolution

- Outlines the procedures for dissolving the Youth Commission, including any requirements for notifying stakeholders and handling remaining assets.

Article XI: Non-Discrimination Clause

- Affirms the Youth Commission's commitment to inclusivity and non-discrimination based on factors such as race, gender, religion, sexual orientation, etc.