



City of Petoskey

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • Fax 231 348-0350

Petoskey Youth Advisory Council Policies and Procedures

Adopted: March 18, 2024

I. Purpose

- A. The Petoskey Youth Advisory Council (Petoskey YAC) shall be organized to:
 - 1. Actively involve youth on policy issues affecting them
 - 2. Broaden the scope of youth voices and participation in City matters
 - 3. Promote experiential learning on the functions of government
 - 4. Develop meaningful citizenship skills and practices
 - 5. Promote public awareness of youth perspectives, strengths and abilities

II. Representation/Term

- A. The Petoskey YAC shall consist of up to 15 students who:
 - 1. Reside in or attend school in the City of Petoskey and
 - 2. Are entering or attending 10th-12th grade
- B. The term of office will be October through May with the option to re-apply annually for up to three terms.

III. Guidance

- A. The Mayor and City Councilmembers shall be personally committed to youth involvement in City governance via the Petoskey YAC and shall be accessible to Petoskey YAC members.
- B. City Council shall recommend a Councilmember designee and/or other advisor(s) who will attend Petoskey YAC meetings to seek out/listen to member perspectives and assist with coordinating activities and initiatives.
- C. To promote citizen engagement and transparency, the Petoskey YAC is encouraged to follow the procedures for open meetings as established by the Michigan Open Meetings Act 267 of 1976.

IV. Application/Reapplication Process

- A. Students seeking appointment to the Petoskey YAC must complete and timely submit an application via hand delivery to City Hall at 101 E. Lake St, Petoskey, Michigan 49770.
- B. Applications will be available at school and/or school counseling offices, City Hall and online.
- C. The application deadline is the first Monday in May.

V. Initial Selection Criteria/Process

- A. All applications must be received at City Hall on or before the first Monday in May.
- B. City staff will remove all identifying information except for grade level and school attended and number the applications for the blind application review process.
- C. A selection committee comprised of Petoskey residents with education-related experience and/or training and a Councilmember designee will screen/review complete, timely submitted applications.
- D. Applicants shall be evaluated and selected for Petoskey YAC membership based upon the following criteria as more fully set forth in the Application:
 - 1. Application
 - a. Has the applicant fully and meaningfully addressed the prompts?
 - b. Has the applicant well-described their interest (*the "why"*) in serving on the Petoskey YAC along with the skills and characteristics they bring to the position?
 - c. Do the applicant's responses demonstrate a commitment to and initiative in areas identified as passions?
 - d. Has the applicant's Principal or Counselor attested to the applicant's satisfactory academic performance and attendance?

2. Adult Reference
 - a. Does the reference speak to the applicant's demonstrated leadership and/or significant leadership potential?
 - b. Does the reference affirm the applicant's ability to concurrently manage the demands of school and service on the Petoskey YAC?
 - c. Does the reference identify the applicant as an active participant capable of collaboration and consistent follow-through on commitments?
 3. Representation
 - a. The selection committee shall seek representation from the 10th-12th grade levels and schools among all applicants, as the applicant pool permits.
- E. Based upon the criteria above, the selection committee shall use its discretion to narrow the pool of applicants to candidates selected for open positions on the Petoskey YAC. In the event more than 15 candidates are deemed qualified, the committee may, at their discretion, conduct candidate interviews and/or randomly select members from the narrowed pool.

VI. Reapplication Process

- A. YAC members seeking to continue to serve a second or third term shall timely complete and submit a modified reapplication form that will retain all identifying information for selection committee review.
- B. A selection committee comprised of Petoskey residents with education-related experience and/or training and a Councilmember designee will screen/review complete, timely submitted reapplications.
- C. Applicants shall be evaluated and considered for reappointment to the Petoskey YAC based upon the following criteria as more fully set forth in the Reapplication:
 1. Regular attendance at YAC meetings/opportunities over the preceding year(s) of service;
 2. Consistent participation in and contributions to YAC meetings/opportunities over the preceding year(s) of service;
 3. Principal or Counselor confirmation of the applicant's satisfactory high school academic performance and attendance.

VII. Functions and Duties of the Petoskey YAC

- A. Regularly attend scheduled meetings of the Petoskey YAC;
- B. Participate fully in opportunities/events to learn about the functions of City departments, boards, commissions and City Council along with meeting at other times, as needed;
- C. Annually select Co-Chairs and a Secretary by a simple majority vote of YAC members:
 1. The Co-Chairs will lead meetings and coordinate with the Councilmember designee and/or other YAC advisor(s) regarding agendas, proposed activities and initiatives.
 2. The Secretary shall keep written minutes of all meetings noting attendance and issues addressed and shall timely provide copies of the minutes to YAC members and the City Manager for distribution to City Council members.
- D. Outreach information to and seek input from City of Petoskey youth constituents;
- E. Collaborate to identify goals and establish proposed work plan(s) to address youth issues/concerns;
- F. As opportunities present, coordinate and communicate with other local and national youth councils;
- G. Provide reports to the City Council on current activities, projects, and issues bi-annually and upon request of the City Council;
- H. Attend City Council meetings when issues of interest to the Petoskey YAC are discussed and/or upon the request of City Council;
- I. Upon request, offer input to the City Council on policy issues affecting youth in the City;
- J. Any other matters assigned to the Petoskey YAC by the City Council.