

**City of CAMBRIDGE  
YOUTH ACTION COMMITTEE OF CAMBRIDGE  
TERMS OF REFERENCE**

**Mission Statement**

The mission of the Youth Action Committee of Cambridge (YACC) is to represent, engage and connect youth of the City of Cambridge and to bring forth recommendations to staff and City Council pertaining to the enhancement of youth lives in Cambridge.

**Objectives:**

1. YACC will act as an advisory body to Staff and City Council on issues which impact Cambridge youth
2. YACC will encourage and engage youth with community involvement
3. YACC will address, create discussion and/or make recommendations on issues pertaining to municipal government
4. YACC will assist and support youth focused committees, activities and organizations in the Region

**Membership**

The Youth Action Committee of Cambridge will comprise of a maximum 12 members and a minimum 6 members including two Co-chairs.

Members will:

- Range between the ages of 13-21 years
- Reside within the Cambridge boundaries or attend school in Cambridge

Resource membership:

- City Council designated official
- Recreation Coordinator (Non Voting)
- Community representatives as deemed appropriate to assist and guide the committee through success to a maximum of three members at any given time

**Positions**

The Co-chair positions will be appointed annually through the appointed committee.

Co-chair responsibilities include:

1. Compile and distribute agenda
2. Lead the meeting through set agenda

3. Act as a spokes person for the committee as required (i.e. Council presentations and media contact)

### **Terms of Meetings**

1. The committee will meet monthly or as required.
2. A quorum shall consist of 50% plus one of the membership representatives.
3. In the event of a tie vote, the Chairperson shall break the tie.
4. Members having a pecuniary interest in any matter under consideration by the Committee will declare the pecuniary interest and will not discuss or vote on the matter.
5. Conflict???
6. Conflict of Interest
7. Youth Advisory Committee members of Council must be independent, impartial and responsible to the general public in carrying out their duties.

### **Terms of Appointment**

1. With the exception of the City Council representative, all appointments will be for a one year term.
2. No member can serve more than age specific. A term will commence in October of each year.???
3. If a youth member misses three consecutive meetings without providing regrets their membership with council will cease.
  - a. Members are appointed through City of Cambridge Council annually. Current members can request for membership to be extended without exceeding age max. If a youth Council member resigns during the active council term, the youth council member may recommend a member to City of Cambridge Council to be appointed for the remainder of the term.

### **Reporting and Administration**

A report will be submitted to the City of Cambridge Council annually.

The Recreation Coordinator will oversee the administration of the Youth Action Committee of Cambridge. The Recreation Coordinator will compile minutes and agenda in collaboration with the committee Co-chairs and provide general administrative and advisory support along with the delegated elected official. Minutes will be submitted with signatures of the look at minutes and a Co-chair to the City of Cambridge for file purposes.

The terms of reference will be reviewed annually. All changes to the terms of references will be subject to approval of the acting YACC members and City Council.

### **Dissolution**

Revised November 12, 2010

The dissolution of the Youth Action Committee of Cambridge must be approved by City Council.