



City of Rochester Hills
Rochester Hills Government Youth Council
RHGYC
2009-2010 Letter of Understanding
*To be signed by each RHGYC members at the
beginning of each term*

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
(248) 841-2463
www.rochesterhills.org

I, _____, understand that the following components are
Print Name
part of my responsibilities as a member of the Rochester Hills Government Youth Council
(RHGYC):

ATTENDANCE REQUIREMENT: Good attendance by RHGYC members provides for a more effective Youth Council.

Youth Representatives are expected to attend all meetings and provide prior notice to the City Clerk's Office of any absence. In any one (1) term a Youth Representative who is absent for two (2) meetings without providing prior notice, absent from three (3) consecutive meetings, or five (5) meetings total shall not be eligible for any additional terms.

An absence is excused if an RHGYC member notifies the City Staff Liaison via phone, email, or voicemail by 6:00 PM the day of the meeting. Providing a reason [for the absence] is not necessary. At the beginning of each meeting, the Staff Liaison will provide the Secretary with a list of absences that are to be excused.

An attendance report will be provided to the RHGYC at each meeting. This report will summarize year-to-date attendance numbers. It is the responsibility of the RHGYC members to monitor each other, encouraging consistent attendance.

MEETING SCHEDULE: The RHGYC meets on the second Monday of each month at 6:00 PM or pursuant to the meeting schedule established by the RHGYC at its first meeting in September. Meetings take place at the Rochester Hills Municipal Offices, 1000 Rochester Hills Drive, Rochester Hills, Michigan. Deviations from this schedule may occur due to holidays, school recesses and the summer vacation period. Any changes will be addressed at meetings and reminders will be sent via email.

PARTICIPATION AT CITY COUNCIL MEETINGS/WORK SESSIONS: Each Youth Representative will be required to attend at least one (1) City Council Meeting and one (1) City Council Work Session each year and participate in the meeting/work session as a non-voting member. If a Youth Representative is unable to attend his/her assigned meeting he/she must find a replacement. In an emergency situation, if a Youth Representative is unable to attend his/her assigned meeting, he/she must contact the City Clerk or his/her designee prior to the meeting and request to be excused.

PARTICIPATION ON CITY COUNCIL TECHNICAL REVIEW COMMITTEES: Each Youth Representative will be appointed to one of the following City Council Technical Review Committees:

- Cemetery Citizen Advisory Technical Review Committee
- Deer Management Advisory Committee
- Green Space Advisory Board
- Human Resources Technical Review Committee
- MR-42E Noise Barrier/Sound Wall
- Museum Advisory Board
- Police and Road Funding
- Water & Sewer Technical Review Committee

Youth Representatives are expected to attend at least one schedule meeting of their respective Committee.

EMAIL: Email is the primary method of disseminating information from the Adult Advisor to RHGYC members. Important information about RHGYC meetings and events will be shared via email. Additionally, as youth ambassadors for the City, the RHGYC will regularly be kept informed about City news and events. Such information will be shared at monthly meetings as well as via email (in between meetings). RHGYC members are responsible for maintaining a working email account and checking it regularly.

DRESS CODE: As Youth Ambassadors for the City of Rochester Hills, RHGYC members are expected to dress in an appropriate manner. Business casual is expected for all Council meetings, Communication Committee meetings and events where RHGYC members act as representatives of the City. Casual attire is suitable for RHGYC meetings provided it is neat and appropriate.

Signed: _____

Print Name: _____

Date: _____