

**ORDINANCE 2015078 OF THE LEWISVILLE TOWN COUNCIL
AMENDMENT 5 TO TOWN CODE CHAPTER 13-7
STUDENT LEADERSHIP COMMITTEE CHARTER**

WHEREAS, the Town Council established the Student Leadership Committee by resolution on December 9, 1999; and

WHEREAS, the Town Council desires a process that allows students to learn about local government; and

WHEREAS, the Town Council recognizes the value of inclusion of a student perspective in the deliberations of appropriate committees and boards; and

WHEREAS, the Town Council desires to allow local students to observe Council, board and committee meetings; and

WHEREAS, the Town Council wishes to involve as many youth as possible in the municipal process by allowing non-residents to participate;

NOW, THEREFORE, BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL amends the Student Leadership Committee Charter as follows.

1. **NAME OF COMMITTEE:** Student Leadership Committee (referred to herein as the Committee).

2. **TYPE OF COMMITTEE:** The Committee shall be a coordinating group to provide opportunities for students to learn about local government.

3. **DEPARTMENT FUNDING:**
 - a. The Committee shall coordinate an annual budget for the Student Leadership Department with the Town Manager by February 28th for approval by Town Council.

 - b. Expenditures must be approved in meetings and reflected in meeting minutes.

4. **MEMBERSHIP:**
 - a. The Committee shall consist of an appropriate number of members, not to exceed 30, each serving without compensation.

 - b. Students wishing to serve on the Committee shall submit a request to the Town Clerk requesting appointment. The Town Clerk will forward to Council for action.

 - c. Membership in the Committee is open to any middle through high school student living in Lewisville, attending school in Lewisville or whose parents work in Lewisville. Special exceptions may be made by the Town Council as appropriate.
 - i. Students desiring membership to the committee who do not reside within the

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corporate limits of the town may request appointment; however, he/she would be appointed as an ex-officio member and will not have voting privileges.

- d. Committee members shall be appointed by the Council, each to serve a one-year term from August through May without limitation to the number of terms until high school graduation.

5. **TERMS OF APPOINTMENT:**

- a. Appointments shall generally be for one year beginning on August 1 with the term expiring on the last day of May each year.
- b. The Committee shall have a flexible meetings attendance policy that allows students to coordinate membership in the Committee with school and extra curricular activities and that follows the guidelines of the Leadership Development Program incorporated herein.
- c. Any committee member who wishes to resign his/her position shall submit any such request to the Town Clerk who shall provide it to Council for acceptance.

6. **COMMITTEE STRUCTURE:**

- a. Each August, the Committee will elect a Chair, a Vice-Chair, and a Secretary, each to serve terms of one year as defined in Section 6a.

7. **EX-OFFICIO MEMBERSHIP:**

- a. Town Manager or designee

8. **PROJECTS:**

- a. Projects may be assigned by the Town Council or suggested by the Committee; however final project implementation shall be subject to approval of the Town Council.

9. **MEETINGS:**

- a. The Committee shall establish its own regular meeting schedule.
- b. Committee members shall be required to attend at least six (6) Student Leadership Committee meetings annually.
- c. All Committee meetings are subject to the North Carolina Open Meetings Statutes.

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- d. The Committee's meeting schedule shall be provided to the Town Clerk who shall make all the necessary announcements and postings.
- e. Minutes of all meetings shall be maintained, in accordance with the Public Records laws and regulations-with approved Committee meeting minutes submitted to the Town Clerk for the appropriate filing, posting and distribution to Council.

10. **MEETING NOTICES:**

- a. The Chair shall coordinate and request the Town Clerk to announce meetings of the Lewisville *Student Leadership Committee*.

11. **REPORTS:**

- a. Special reports will be submitted as required to Town Council upon request.

12. **REQUESTS**

- a. All official requests should be in writing from the committee chair and must be presented to the Town Manager.

13. **ADDITIONAL INSTRUCTIONS:**

- a. Participation privileges will be established by a consensus of the members of each individual committee or board.
- b. Committee members may attend meetings of any board and/or committee of his/her choice and report back to the Student Leadership Committee what these committees and boards are working on and how they conduct their business.
- c. Students must complete the requirements in the Student Leadership Development Program herein incorporated in order to receive the Student Leadership Award.

**Chartered December 9, 1999
Amendment 1 March 8, 2001
Amendment 2 June 10, 2004
Amendment 3 June 8, 2006
Amendment 4 October 9, 2008
Amendment 5 September 10, 2015**

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Adopted this the 10th Day of September, 2015 by the Lewisville Town Council.

ATTEST

Joyce C. McWilliams Walker
Town Clerk

Dan R. Pugh
Mayor

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**STUDENT LEADERSHIP COMMITTEE
LEADERSHIP DEVELOPMENT PROGRAM**

1. **Purpose:** Student participatory program intended to allow students to experience and learn governmental programs and processes at the local level.

2. **Background:**
 - a. In 1999 the Town Council established the Lewisville Student Leadership Committee (SLC) to provide youth the opportunity to learn about local government.
 - b. During the first year (2000) the committee participated in fund raising efforts and sponsored youth recreational activities.
 - c. Members of the committee observed numerous town board and committee meetings to familiarize themselves with the functions and activities of these boards and committees.
 - d. The members of the SLC have evaluated themselves and determined that they could improve how they can accomplish their charter mission.

3. **Leadership Development Program:**
 - a. Member students are to attend committee, board, and council meetings and report activities of the various groups to the Student Leadership Committee.
 - b. The student participation cycle shall start in August and extend through May.
 - c. For successful completion of the cycle, a member shall attend a minimum of four (4) meetings of his/her choice.
 - d. A student shall select two (2) events sponsored by the town in which they participate as part of their learning process.
 - e. SLC members may participate in field trips and summer programs should the opportunity occur.
 - f. A student member may receive credit for attending a meeting by:
 - i. Attending a meeting and
 - ii. Reporting on the meeting at the next SLC meeting, or
 - iii. If unable to attend the SLC meeting, submitting a written report of the meeting to be read at the SLC meeting.

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4. **Recognition:**
- a. **Student Leadership Award** is earned by students who meet the minimum requirements of the program.