



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
YOUTH COMMISSION
September 15, 2025 5:30 PM
MERIDIAN TOWNSHIP HALL 5151 MARSH ROAD

1. SUPERVISOR HENDRICKSON INTRODUCTION
2. SWEARING IN CEREMONY CLERK DEMAS
3. CALL THE MEETING TO ORDER
4. PRESENTATION: LOCAL GOVERNMENT 101 -What is a Charter Township?
5. APPROVAL OF THE AGENDA
6. PUBLIC REMARKS
7. NEW BUSINESS
 - a. Authorization of Youth Commission Bylaws
 - b. Selection of Youth Commission Officers
 - c. Appointment to Youth Commission Committees
8. OLD BUSINESS
 - a. (NONE)
9. PUBLIC REMARKS
10. ADJOURNMENT
11. ASSIGNMENTS
 - a. [Review the Meridian Great Meetings – Explanation of Robert’s Rules of Order](#)
12. Next Meeting Date: Monday October 20th at 5:30 pm



To: Youth Commission

From: Neighborhoods & Economic Development Director Amber Clark

Date: September 15, 2025

RE: Authorization of Bylaws

Boards and Commissions create bylaws to set standards for how they will operate. Typically bylaws are a legally binding set of rules that governs how the body will function. As an extension of the Township, the Meridian Township Youth Commission will be in charge of advisory recommendations and support to the Township.

The Youth Commission will need to adopt a set of standards that are foundational to how the Youth Commission will function now and into the future. Bylaws are meant to create a structure for the Commission, however it will be a “living document” and can be amended.

The attached is a copy of a set of bylaws that could be adopted for the Meridian Township Youth Commission. The Youth Commission members will have the opportunity to vote yes or no to the formed bylaws. Members can also make suggestions on how to amend those bylaws.

A motion has been prepared for your consideration:

MOVE TO ADOPT THE 2025 YOUTH COMMISSION BYLAWS



Article I – Name

The name of this organization shall be the **Meridian Charter Township Youth Commission**.

Article II – Purpose

The purpose of the Youth Commission is to:

- Advise Meridian Township Staff, Township Boards and Commissions on public issues affecting youth.
 - Promote civic engagement and leadership among young residents.
 - Organize and support youth-focused initiatives and events.
-

Article III – Membership

1. The Commission shall consist of **nine (9) members**, appointed by the Township Board.
 2. Members shall be residents of Meridian Charter Township and between the ages of 13 and 19 at the time of appointment.
 3. Terms of service shall be one year.
-

Article IV – Meetings

1. The Youth Commission shall meet **once per month**, from **September through May**.
 2. Meetings shall be scheduled in advance and held at a designated Township facility or virtually, as needed.
 3. A quorum shall consist of **five (5) members**.
-

Article V – Attendance

1. Members are expected to attend **at least two-thirds (2/3)** of the scheduled meetings during the program year (September–May).
2. If a member is unable to attend a meeting, they must **notify the Chairperson or Township staff liaison via email at least 24 hours in advance**, unless extenuating circumstances prevent timely notice.



3. Excessive absences without notification may result in a review of the member's continued participation.
-

Article VI – Officers

1. The Commission shall elect a **Chairperson** and **Vice Chairperson** from among its members at the first meeting of each program year.
 2. Officers shall serve for one year and may be re-elected.
 3. The Chairperson shall preside over meetings and coordinate with Township staff. The Vice Chairperson shall assume these duties in the Chairperson's absence.
-

Article VII – Committees

1. The Commission may form **ad hoc committees** to address specific projects or initiatives.
 2. Committee assignments shall be made by the Chairperson, with consideration of members' interests and availability.
 3. Each committee shall report progress and recommendations at regular Commission meetings.
-

Article VIII – Amendments

These bylaws may be amended by a majority vote of the Commission, subject to approval by the Township Board.



To: Youth Commission Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: September 15, 2025
RE: Youth Commission Officer Election

YC Bylaws state:

The officers shall consist of a Chairperson, Vice Chairperson and they shall be elected annually at the first meeting of the board. If the election of the officers shall not be held or made at such meeting, such election shall be held or made as soon thereafter as it is convenient. Each officer so elected or appointed shall hold office for the remainder of which they are elected or appointed and until a successor is elected or appointed a qualified, or until they resign or are removed.

Position Responsibilities:

Chairperson and Vice Chairperson: The Chairperson shall preside at all meetings of the Board of Directors and shall discharge the duties of a presiding officer. In the absence of the Chairperson or in the event of his/her inability or refusal to act, the Vice Chairperson shall perform the duties of the Chairperson and when so acting shall have all the powers and be subject to all the restrictions of the Chairperson.

A motion is prepared for your consideration:

**MOVE TO APPROVE _____ AS CHAIR AND _____ AS VICE
CHAIRPERSON FOR THE MERIDIAN TOWNSHIP YOUTH COMMISSION TO SERVE ONE
YEAR TERMS.**



To: Youth Commission Members

From: Neighborhoods & Economic Development Director Amber Clark

Date: September 15, 2025

Re: Appointment of Youth Commission Committees

1. Event Planning Committee

Mission:

To collaborate with Township department heads to identify and support official “Township” events, and to enhance youth engagement and communication around these events.

Responsibilities:

- Identify which events are considered official Township events.
- Provide recommendations to improve youth involvement in Township-sponsored activities.
- Develop strategies to better communicate event details to youth audiences.
- Determine which types of communications youth are most interested in receiving.
- Serve as a liaison between the Youth Commission and Township departments hosting events.

2. Finance and Fundraising Committee

Mission:

To ensure the financial sustainability of the Youth Commission by planning and managing fundraising efforts, coordinating with other committees, and maintaining financial accountability.

Responsibilities:

- Collaborate with the Event Planning and Communication & Engagement Committees to assess funding needs.
- Develop fundraising strategies and initiatives to support Commission activities.
- Work with Township staff to ensure compliance with financial policies and procedures.
- Provide regular reports on revenue, expenditures, and budget status.
- Explore grant opportunities and community partnerships for financial support.

3. Communication & Engagement Committee



Mission:

To identify barriers to communication within the community and develop actionable recommendations to improve youth engagement and outreach.

Responsibilities:

- Analyze current communication methods and identify gaps or challenges.
- Recommend improvements to enhance outreach to youth and the broader community.
- Develop a structured approach to increasing youth participation in civic activities.
- Support other committees by promoting events, initiatives, and opportunities.
- Foster relationships with schools, local organizations, and media outlets to amplify youth voices.

There are 9 Youth Commission members, for each commission at least two persons should be assigned.

A motion is prepared for your consideration:

MOVE TO AUTHORIZE _____, _____ TO THE EVENT PLANNING COMMITTEE; MOVE TO AUTHORIZE _____, _____ TO THE FINANCE AND FUNDRAISING COMMITTEE, AND MOVE TO AUTHORIZE _____, _____ TO THE COMMUNICATIONS AND ENGAGEMENT COMMITTEE.