



WINDERMERE ACTIVE YOUTH COMMITTEE

**Anna Andert
Maija Andert
Emily Schurr
Sophia Arndt**

COUNCIL LIAISON: Mandy David

Agenda

Agenda

**November 19, 2024
7:00 PM**

**COMMUNITY CONFERENCE ROOM
614 MAIN STREET
WINDERMERE, FL 34786**

PLEASE TURN OFF ALL CELL PHONES AND PAGERS

PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.26: Person with disabilities needing assistance to participate in any such proceedings should contact the Office of the Clerk at least 48 hours beforehand at (407) 876-2563.

Pursuant to Resolution No. 2005-12 adopted on December 13, 2005, the following Civility Code shall govern all proceedings before the Town of Windermere Windermere Active Youth Committee:

1. All electronic devices, including cell phones and pagers, shall be either turned off or otherwise silenced.
2. Prolonged conversation shall be conducted outside Council meeting hall.
3. Whistling, heckling, gesturing, loud conversations, or other disruptive behavior is prohibited.
4. Only those individuals who have signed the speaker list and/or who have been recognized by the Mayor (or Chair) may address comments to the Council.
5. Comments at public hearings shall be limited to the subject being considered by the Council
6. Comments at Open Forums shall be directed to Town issues.
7. All public comments shall avoid personal attacks and abusive language
8. No person attending a Windermere Active Youth Committee meeting is to harass, annoy, or otherwise disturb any other person in the room.

Any member of the public whose behavior is disruptive and violates the Town of Windermere Civility Code is subject to removal from the Windermere Active Youth Committee meeting by an officer and such other actions as may be appropriate. PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.0105: Any person who desires to appeal any decision at this meeting will need a record of this proceeding. For this, such person may need to ensure that a verbatim record of such proceeding is made which includes the

AGENDA

1. CALL TO ORDER

2. OPEN FORUM / PUBLIC COMMENT (3-Minute Limit)

3. NEW BUSINESS

- a. Review and approve October 30,2024 meeting's minutes (Attachments)
- b. Welcome and Introductions (for new people)
- c. Old By-Laws Review and Discussion (Attachments)
- d. Vote on Member Applications + Hand out ones to new members (Attachments)
- e. Volunteers for Gazette's article (deadline November 29)
- f. Committee social media (Facebook + Instagram)
- g. Set up Town Departments Tour Date
- h. Ideas for Projects/Service Activities
- i. Signature WAYS Event
- j. Volunteer Opportunities (Holiday Hoopla, Centennial Celebration)
- k. Rotating Attendance at Town Council Meetings

4. OLD BUSINESS

- a. Officer positions: go over delegates for the other committees, volunteer coordinator
- b. Sign up to attend town council meetings (sign up genius)

5. LIAISON REPORTS

6. ANNOUNCEMENTS

a. Future Meeting Dates

7. ADJOURN

AGENDA

1. **CALL TO ORDER** Meeting started at 2:03 pm
2. **OPEN FORUM / PUBLIC COMMENT (3-Minute Limit)** No Public Comment
3. **MINUTES—none to review** None
4. **OLD BUSINESS—none to review** None
5. **NEW BUSINESS**
 - a. **Welcome and Introductions**
Icebreaker and Introduction by Maija and Anna Andert, introduction of people present (see second page)*
 - b. **Discussion on Communications—Sunshine Law, Robert’s Rules of Order**
Town Manager, Robert Smith, talked about Sunshine Law, rules and regulations, quorum, etc.
 - c. **By-Laws Discussion**
Town Manager, Robert Smith, chairs and founder of WAY Committee talked about by-laws.
 - d. **Committee History, Mission**
Former WAY member and founder explained the purpose of the committee.
 - e. **Vote on Member Applications**
Postponed to next meeting.
 - f. **Officer and Leadership Roles** All the following roles were named, mentioned, seconded and voted yes:
Maija and Anna Andert (Chair and Co-Chair), Emily Schurr and Sophia Amat (secretary and co-secretary), Alejandra de Vivar and Loren Williams (treasurer and co-treasurer), Claire O’Malley (social media), Emerson Elliott (Office TBD).
 - g. **Ideas for Attracting New Members**
 - i. **Article for Gazette—Deadline November 29**
 - ii. **West Orange Observer** Item “g” is to be discussed next meeting
 - iii. **Committee Social Media**
 - h. **Ideas for Projects/Service Activities** Some events mentioned Treebute, holidays food drive, filling up sandbags for older residents, Halloween haunted house...
 - i. **Signature WAYS Event**
 - ii. **Volunteer Opportunities—e.g., Holiday Hoopla, Centennial Celebration**
 - iii. **Tour of Town Departments**
 - iv. **Rotating Attendance at Town Council Meetings**
6. **LIAISON REPORTS**
7. **ANNOUNCEMENTS**
 - a. **Future Meeting Dates** Based on the schedule of the majority they will come up with meetings date.
8. **ADJOURN** Meeting adjourned at 3:05 pm.

***Following are the names, phone numbers and emails of all participants. (Check if all spelling and numbers are correct)**

Broche Deaton
Emerson Elliott
Emily Schurr
Noah Di Roma
Micah Dos Santos
Lillian Bosh
Lizzy Pafford
Alejandra Romo de Vivar
Loren Williams
Jamie Travis
Alema Bachmann
Jazlyn Bachmann
Claire O'Malley
Sophia Arnat
Maija Andert
Anna Andert



WINDERMERE ACTIVE YOUTH COMMITTEE (W.A.Y.S)

BYLAWS

Article 1: Name

The name of the Committee shall be the Windermere Active Youth Committee hereinafter referred to as "The Committee".

Article 2: Authority

The Committee derives its authority from the Town of Windermere Town Council and Town of Windermere Ordinances and Regulations. Nothing in these bylaws is intended to conflict with either of the aforementioned authorities.

Article 3: Place of Business

The principal place of business of The Committee shall be at the Town of Windermere hereinafter referred to as "Town". The mailing address of The Committee shall be: 614 Main St. Windermere, FL 34786.

Article 4: Purpose and Mission:

The purpose and mission of The Committee is as follows: "To have a positive impact on the Town, encourage volunteerism, advocate for our environment, and bridge the generational gap between residents."

Article 5: Duties and Functions Relative to Purpose and Mission.

The Committee shall have the following duties and perform the following functions:

Section 1: The Committee will create a positive image for the Town of Windermere

Section 2: The Committee will strive to encourage volunteerism, advocate for our environment, and bridge the generational gap between residents.;

Section 4: The Committee will consult with the Town Manager, Town Council, and other Boards and Committees on issues of importance to accomplish its mission;

Article 6: Real Property Interests

The Committee is not authorized to hold real property in the name of the Town, whether by gift or purchase.

Article 7: Finances

Section 1: The Committee will locate local funding sources to offset the use of public monies received from the Town to fund the Committee’s operational, special project, and event expenses;

Section 2: The Committee will follow the Town’s purchasing policies and coordinate with the Town’s Finance Department for Committee Expenditures.

Section 3: Funds shall be disbursed by The Committee upon majority vote.

Section 4: The Committee Chairman may spend up to \$1,000 for emergency purposes only with approval from the Town Manager or his/her designee and shall bring the expenditure to The Committee for approval at the next Committee meeting.

Article 8: Membership

Section 1: Membership to The Committee will be restricted to 15 members or otherwise established by The Committee with Town Council approval.

Section 2: Any Town Resident that attends school whether virtual, home or traditional between the grades of 9-12th may apply for membership to The Committee.

Section 3: All applications will be reviewed by The Committee when there is a vacancy and shall vote on the application. If the application receives a majority vote, The Committee will recommend the appointment to the Town Council. Town Council shall have the final approval of The Committee members.

Section 4: Any member may resign from membership in The Committee upon giving written notice to The Committee Chairperson.

Section 5: Each Committee Member shall be entitled to one vote on each matter submitted to a vote of the members.

Section 6: The terms of the general membership shall be for one school year.

Section 7: Any member who has three consecutive absences or 5 absences during the school year shall be considered as having resigned from The Committee. This does not preclude the member from reapplying.

Section 8: One member of the Town Council shall be appointed by the Town Council to act as The Committee Liaison. The Liaison shall act as an ex parte member with no voting authority but shall be included in all discussions and have the ability to add agenda items to meetings for discussion.

Section 9: Non-Town Residents may volunteer in Windermere Active Youth Committee Events and Fundraisers but not as voting members.

Article 9: Membership Meetings

Section 1: Meetings shall be scheduled once a month for regularly scheduled meetings and at any time and place as may be designated in the notice of said meeting, upon the call of the Chairman, or by at least a majority of active members of the Committee.

Section 2: Notice and agendas of regularly scheduled meetings shall be provided to the Town staff and posted on the Towns website one week prior to the meeting date. All Committee members will be noticed of the meetings.

Section 3: Notice and agendas of special called meetings shall be provided to the Town staff and posted on the Towns website a minimum of 72 hours prior to the meeting.

Section 4: A majority of the voting members shall constitute a quorum for the transaction of business at all meetings of the membership. If a quorum is not present or represented at any meeting of the membership, no normal business may be transacted and the meeting shall be for informational purpose only and may be adjourned until a later date. If the adjournment is for more than 30 days, a notice of the adjournment shall be given to each member.

Section 5: All meetings shall be open to the public and accessible.

Article 10: Voting

When a quorum is present at any meeting, the vote of a majority of active members present in person shall decide any questions brought before such meetings.

Article 11: Conduct of Meetings

Section 1: All membership meetings shall be held in accordance with Roberts Rules of Order.

Section 2: All agenda items shall be identified by title or subject matter both on the written notice of each meeting and prior consideration at any meeting. All requests for items to be included on the agenda shall be filed with the Chairman on or before 5 p.m. the day prior to the Chairman submitting the agenda to Town staff for posting. Anything received after the deadline will be placed upon the next available meeting of the Committee.

Section 3: In all cases, opportunity for public comment shall be made for each agenda item and prior to all votes by the Committee. Public comment shall be limited to a time limit as prescribed by the Committee.

Article 12: Conflict of Interest

No member of the Committee shall introduce, speak on, or vote on any actionable item in which that member has a personal or pecuniary interest, direct or indirect. All such members may recuse themselves from the vote and speak to the item as a nonvoting member of the public.

Article 13: Subcommittees

Section 1: The Committee may designate or appoint one or more ad hoc or standing subcommittees. The designation and appointment of any such subcommittees and the delegation thereto of authority shall not operate to relive the Committee of any responsibility imposed upon them by these bylaws or regulations of the Town.

Section 2: Each subcommittee chairperson shall be appointed annually by the Chairman.

Article 14: Officers

Section 1: The officers of the Committee shall be elected annually at the first meeting of each year from and by the members of the Committee and shall consist of a Chairman, Vice Chairman, Treasurer, Secretary, and such other officers as may be deemed necessary.

Section 2: Except as hereinafter provided, the officers of the Committee shall each have such powers and duties as generally pertains to their respective offices, as well as those that from time to time may be conferred by the membership or the Town Council.

- A. Chairman: The Chairman shall preside over all meetings. In the event the Chairman is not present, the Vice Chairman will preside over the meeting. The term of the Chairman shall be for one year.
- B. Vice Chairman: The Vice Chairman shall have such duties and responsibilities as the Chairman when the Chairman is absent or unable to perform his/her duties. The term of the Vice Chairman shall be for one year.
- C. Secretary: The Secretary shall record and maintain in good order Minutes of all meetings and all records and correspondence of the Committee. The term of the Secretary shall be for one year.
- D. Temporary Officers: In case of the absence or disability of any officer of the Committee and of any person authorized to act in their place during such periods of absence or disability, the Chairman may from time to time delegate the powers and duties of such officer to any other officer or any other member.

Article 15: Amendments

The membership of the Committee shall have the power to alter, amend, or repeal the bylaws or adopt new bylaws by vote of two thirds of the full membership at any duly called meeting. Notice of intent to amend the bylaws shall be required prior to vote.

Hereby voted and adopted by two-thirds vote of the full membership this 13th day of November, 2019.

Chairperson WAY Committee

Attest:

Secretary WAY Committee

Co-Chairperson WAY Committee



Town of Windermere
614 Main Street
Windermere, FL 34786

WINDERMERE'S ACTIVE YOUTH COMMITTEE APPLICATION FORM

1. Name: _____
2. Phone: _____
3. Home Address: _____
4. School: _____
5. Email: _____
6. Brief Summary of Volunteer Experience:

7. Are you a Town Resident? Yes _____ No _____

8. Why do you think you are qualified to serve on this committee?
