

**TO: Merced County Youth Council**

**Date: May 11, 2001**

**FROM: Youth Council Operations Committee**

**For Action**  
 **For Information**  
 **Meeting Notes**

**SUBJECT: Review of WIB By Laws and Creation of Youth Council Norms**

**PROPOSED MOTION:**

**That the Youth Council review the WIB By Laws and assign the Youth Council Operations Committee to develop council norms. Further, that the Operations Committee present those norms to the Youth Council for ratification.**

**DISCUSSION:**

**Recently, the Workforce Investment Board finalized their By Laws. The Youth Council, as a part of the Workforce Investment Board, is bound by those By Laws. One of our Council goals has been to develop norms to govern our meetings. It has been decided by the Executive and Operations Committees, this task is most suited to the Operations Committee.**

**Since the inception of the Youth Council, member participation and attendance have been the keys to a viable Council. Attached is a draft letter to be used when members are not in regular attendance and elimination from the Youth Council is deemed appropriate (a norm).**

**ATTACHMENT: Draft Attendance Letter**