AGENDA

CHARTER TOWNSHIP OF MERIDIAN
YOUTH COMMISSION
NOVEMBER 17 2026 6:15 PM
MERIDIAN TOWNSHIP SERVICE CENTER-
PARKS & RECREATION BUILDING
2100 Gaylord C. Smith Court Haslett, MI 48840

1. SWEARING IN CEREMONY (Conducted by the Clerk's Office)
2. YOUTH COMMISSION PICTURE TAKING (Conducted by the Communications Department)
3. CALL THE MEETING TO ORDER
4. ROLL CALL
5. PUBLIC REMARKS
6. APPROVAL OF THE AGENDA
7. APPROVAL OF MEETING MINUTES – May 18, 2026 Minutes
8. PRESENTATION: LOCAL GOVERNMENT 102 –What's Happening Meridian
9. NEW BUSINESS
    a. Robert's Rules of Order- Motion Practice
    b. Youth Commission Parliamentary Structure and Officer Selection
    c. Youth Commission 2027 Calendar
10. OPEN DISCUSSION
    * Members are encouraged to ask staff and the commission direct questions to implement the goals of the Youth Commission and actionable steps to achieve them.
11. Next Meeting Dates: Thursday December 17th at 6:15 pm
12. ADJOURNMENT

Charter Township of Meridian
Youth Commission
Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864
Monday, May 18, 2026– Minutes -DRAFT

Members Present: Autumn Gebara (5:50pm), Krishaan Shah, Jacob Stecovich, Addison McCarthy, Roman Gay, Reilly Higgins, and Finn Regan

Members Absent: Neha Sampathkumar and Rishabh Mahale

Others Present: Economic Development Director Amber Clark and Executive Assistant Michelle Prinz

1. CALL MEETING TO ORDER

   Vice Chair Regan called the meeting to order at 5:42pm.

2. APPROVAL OF THE AGENDA

   MOTION BY MEMBER HIGGINS TO APPROVE THE AGENDA. SUPPORTED BY MEMBER STECOVICH. MOTION PASSES 6-0.

3. APPROVAL OF MEETING MINUTES

   a. April 20, 2026 Youth Commission Meeting Minutes

   MOTION BY MEMBER MCCARTHY TO APPROVE THE APRIL 20, 2026 YOUTH COMMISSION MINUTES. SUPPORTED BY MEMBER GAY. MOTION PASSES 6-0.

4. PUBLIC REMARKS

   None.

5. OLD BUSINESS

   a. Youth Commission End of Year Social Update

      Vice-Chair Regan reported that the event flyer will be posted on the Township's social media and website. He will ask the schools if they would also distribute it to students. There is a need for a wireless speaker for music. Kona Ice will be there and attendance is encouraged.

6. NEW BUSINESS

a. Youth Commission 2025-2026 Year Certificates

Director Clark presented each member of the Commission a certificate for completion of the inaugural year of the Youth Commission. She recognized their commitment and accomplishments including learning Roberts Rules of Order, layers of government, and an end of the school year event planned for the community.

Director Clark requested Youth Commission Members to provide their feedback regarding the Youth Commission session and what opportunities the Township has to improve the experience.

Member McCarthy noted that only one staff person of one department does not seem sufficient enough to support the Youth Commission. The YC began organizing several committees and wanted to meet more than once or twice a month. Limited meeting space and availability of staff made this a difficulty throughout the year.

Member Steccovich mentioned that without direction from the Board, Youth Commission members did not have a sense of which tasks they should take upon themselves and which would be supported by the Township Board.

Member Gay noted that while the Youth Commission attempted to garner the needs of the Youth, it is a large task to conduct a community Youth Survey without the direct support of the Township.

Members Gebara supported the overall comments, adding that it is the first year of the Youth Commission and with proper alignment with the Township, the YC could be a great advocate in the community.

b. Youth Commission 2026-2027 Year Reappointments

Director Clark mentioned there are nine seats on the Youth Commission. There will be at least two vacancies due to graduations. Please let Director Clark know by July 24, 2026 if you wish to be reappointed and send an email if you are resigning. Chair Gebara, Vice Chair Regan, and Member Gay have all expressed interest in being reappointed.

8. PUBLIC REMARKS

None.

9. OPEN DISCUSSION

None.

10. NEXT MEETING DATE

- TBD September 2026

11. ADJOURNMENT

The meeting was adjourned at 6:00pm without objection.

Meridian Township
Youth Commission

To: **Youth Commission Members**

From: **Neighborhoods & Economic Development Director Amber Clark**

Date: **November 16, 2026**

RE: **Robert's Rules of Order**

Meridian Charter Township is comprised of two census designated tracts that have associated school districts and zip codes. In all both villages of Haslett and Okemos are Meridian Charter Township. The Township is controlled by an elected Board of Trustees that are authorized to make decisions on the functions of the Township. Supervisor (Equivalent of a Mayor) Scott Hendrickson, Clerk Demas (typically a non-voting member in a City) Treasurer Burghardt (typically a non-voting member in a City), Trustee Lentz, Trustee Tresize, Trustee Wilson and Trustee Sundland. These seven members make up the Township Board and twice a month they meet to conduct business of the Board.

The Township Board hires a Township Manager, and the Manager is responsible for day to day operations of the staff charged with completing the Township Board's vision.

The Township Board manages their authoritative rule by an adopted set of rules to manage how a public meeting is conducted. There are many parliamentary procedures, but in Michigan we predominantly use Robert's Rules of Order to ensure transparency, professionalism, and consistency during meetings.

<u>The Basic of Robert's Rules</u>

1. Only one subject will be discussed at a time: The meeting "Agenda" details each item that is known of the commission that will be discussed on the night of the meeting. The adoption of the Agenda means the body agrees the topics and order they are listed, they are in agreement with.
    a. When you start at an item SOMEONE must make a motion and a *"second"* must be given in order for the body to have the right to discuss the proposal.
    b. Motions must be made in an active voice (not passive): to dispose of a business item the motion should be phrased like: *Move to eliminate agenda item no. 4* and someone would have to "*second*" the motion.

2. Only one speaker is permitted at a time. Sure mistakes happen, but in general only one person should speak at a time. Limit interruptions by raising your hand and waiting to be called on by the CHAIR/VICE CHAIR. The CHAIR/VICE CHAIR, will work to ensure all members have a chance to speak on the subject.

3. All voting members have equal rights. The CHAIR/VICE CHAIR do not have a stronger vote regarding decisions. Each members vote counts only once and counts as they intended. Each speaker must be recognized by the CHAIR/VICE CHAIR with the raising of a hand. The CHAIR/VICE CHAIR will allow each person to speak until the subject is exhausted. At any time the CHAIR/VICE CHAIR can "call the question

4. The rights of the minority are to be protected, the will of the majority will prevail. Members have the right to express themselves as they choose. The majority vote of the body will become the final decision and the record of how members voted will be retained.

Making a Motion

A motion is the formal action of a member or a commission to have an "action" taken. This includes discussing a general agenda item, making a formal decision to take action (or not to take action). This "introduces" what is going to happen.

Subsidiary Motions:

Motion which change or direct how a motion is handled and voted on before the main motion.

Tabling: used to postpone a discussion until the commission is ready to decide. It requires a majority vote to resume discussion of the item. You can table a discussion by saying: *Motion to table discussion item ### until further information is provided. CHAIR: motion has been moved do we have a second? OR* Some can say: *I second the motion.* The motion is then tabled

Call the Question: used to get the commission to take a vote on the discussion/action item. It requires the body to take an immediate vote if moved and supported. You can "call the question" by saying: *"Call for the Question, Call for the previous question, I move to close the debate" CHAIR: motion has been moved do we have a second? OR* Some can say: *I second the motion.*

Refer to a Committee: Used to get the opinion or review from another body. This is what the Township Board may do during a public meeting to get comments from the Youth Commission over a particular subject. *Refer to the Environmental Commission*. *CHAIR: motion has been moved do we have a second? OR* Some can say: *I second the motion.*

Incidental Motions

Motions used to ensure the procedures or how the motions were presented were done in the correct order and correct priority.

Point of order: Bring to the attention of the CHAIR/VICE CHAIR and committee that the procedural rules have not been adhered to. This is less of a "motion" formally, but brings the group back to the procedural rules or the meeting.

Point of information: A person may rise to offer information that is considered necessary for the group. This provision is not used to offer debate.

Division of assembly: To require a more precise method of counting votes than by a voice vote, such as having persons raise hands or stand. Divisions of assembly don't require seconds or votes, and are not debatable.

Request to withdraw a motion: Contrary to popular misconception, a motion cannot be withdrawn by its mover. This request requires majority approval.

Suspension of the rules: When matters are to be taken out of order or a particular task can be better handled without formal rules in place, this motion can be approved by a majority vote. However, until the rules are restored, only discussion can occur, no decisions can be made. This motion requires a second, but is not debatable or amendable.

Object to consideration of a question: A motion can be objected to and ruled out of order without debate if it is so outrageous or intended to distract the group from resolving legitimate business. However, if the chair does not rule the motion out of order, a majority vote can block further consideration.

Privilege Motions

Finally, there are a few questions of privilege that are in order at any time and must be disposed of prior to resuming discussion on the matter at hand:

Adjourn the meeting: To bring the meeting to a halt. Second required, not debatable, and not amendable. Alternatively, instead of a motion, the chair can ask if there is any further business. If there is no response, the chair can say, "Since there is no further business, the meeting is adjourned."

Recess the meeting: A temporary break in the meeting; should state a time at which the meeting will resume. Second required, not debatable, and not amendable.

Point of privilege: A matter that concerns the safety and welfare of the group or an individual member. Can be raised even when another person is speaking. No second, not debatable, and no vote required.

Call for the orders of the day: A demand that the group return to the agenda. Can be taken when another person is speaking, no second required, not debatable, and no vote required. A majority vote is required to reject the motion.

PRACTICE MOTIONS

"Motion to…..(approve, accept, adopt, authorize, enter action here)

"I second the motion"

"Motion to amend"

MOVED BY_____ AND SUPPORTED BY_____

Procedural Steps to Conduct a Public Meeting

Robert's Rules of Order

A guide to conducting effective meetings

Introduction to Order

The following rules and procedures define how a meeting is conducted. It allows for effective meetings that are transparent and equitable.





Basic Rules of Order:

1.Discuss one subject at a time.
2.One Speaker at a time.
3.All voting members have equal rights.
4.The rights of the minority are preserved and the will of the majority will prevail



Agenda Approval

The motion to adopt the Agenda for the meeting must have a "second" or supporting vote. This means the group is in agreement the topics listed will be discussed and in the order listed within the agenda.



Voting Procedures

Each members vote counts as one vote for the body. A motion does not indicate support. It merely creates the vehicle for the item to be voted on.

Conclusion

The meeting can end with a motion to adjourn and a second. Adhereing the these rules will help meetings flow well.



MRSC Parliamentary Procedures

Meridian Township
Youth Commission

To: Youth Commission Members

From: Neighborhoods & Economic Development Director Amber Clark

Date: November 16, 2026

RE: Parliamentary Structure of the Youth Commission

Public Body: is defined as any governmental boards, commissions, councils, committees, authorities, and similar groups that have been granted authority by a governmental unit. Though the Youth Commission is an advisory board, the Township Board has determined they would like the Youth Commission to adhere to the OMA and parliamentary procedures.

Meridian Township's Parliamentary Structure:

The Charter Township of Meridian was established in 1842, by a Charter! That Charter determines what the local unit of government will be responsible to do for the community members. It determines the number of Board members, whether we collect taxes, conduct elections, create commissions and so on. There is no City of Okemos or City of Haslett. The census designated tract of Okemos and Haslett are primarily defined by zip code and school districts. They by themselves, have no authority, power, money, services, or assets. We use "Haslett and Okemos" to provide discrepancy to where we live, schools we are associated with and other cultural elements that are only important to the residents/tax payers. With regard to the actual local unit of government we are: MERIDIAN CHARTER TOWNSHIP.

The Youth Commission is established by an ordinance adopted by the seven members of the Township Board. Supervisor (Equivalent of a Mayor) Scott Hendrickson, Clerk Demas (typically a non-voting member in a City) Treasurer Burghardt (typically a non-voting member in a City), Trustee Lentz, Trustee Tresize, Trustee Wilson and Trustee Sundland. These seven members make up the Township Board and twice a month they meet to conduct business of the Board.

Youth Commission Composition:

You are also a parliamentary body and will conduct general business of the Youth Commission. We will meet at least once monthly unless there is no business of the body. If there is no business the Township staff will work to cancel the meeting and provide notice of the canceled meeting to the Clerk's office.

You will have Commission Officers- a Chair and a Vice-Chair. These members will be responsible for leading the general Youth Commission meetings. They will be required to learn Robert's Rules of Order in order to be able to conduct the meeting.

A motion is prepared to assist you all with the selection of your Chair and Vice Chair:

MOVED BY_____ AND SUPPORTED BY_____

MOVE TO AUTHORIZE _____ AS CHAIR OF THE YOUTH COMMISSION AND _____ AS VICE CHAIR OF THE YOUTH COMMISSION SERVING A ONE YEAR TERM.

Meridian Township
Youth Commission

To: Youth Commission Members

From: Neighborhoods & Economic Development Director Amber Clark

Date: November 16, 2026

RE: Youth Commission Calendar Schedule

The Open Meetings Act of the State of Michigan (OMA) is Michigan's law to govern how a public body maintains transparent and open discussion that lead to decision making. The general rule is when a public body is discussing, deliberating, or making decisions on public business it must be done in an environment open to the public.

Public Body: is defined as any governmental boards, commissions, councils, committees, authorities, and similar groups that have been granted authority by a governmental unit. Though the Youth Commission is an advisory board, the Township Board has determined they would like the Youth Commission to adhere to the OMA and parliamentary procedures.

OMA requires: 1) Meetings to be open to the public. 2) Advance notice must be provided so the public knows when meetings will occur. 3) Decisions and votes must be made in public. 4) Members cannot meet privately and simply ratify a decision at a public meeting. Discussion must be done publicly. 5) Minutes of the meeting must be taken and confirmed at a following meeting.

To avoid hosting meetings on dates when the public schools are closed there are three Thursdays that have been selected as alternative meeting times for the regular meeting. These dates are provided as there are limited Township facilities that can be open to the public and accommodate the Youth Commission members.

A motion is prepared for your consideration:

MOVED BY_____ AND SUPPORTED BY_____

MOVE TO ADOPT THE ATTACHED RESOLUTION SELECTING THE 2026-2027 MEETING DATES OF THE MERIDIAN TOWNSHIP YOUTH COMMISSION.

Youth Commission

2027 Meeting Dates Schedule

RESOLUTION

At a regular meeting of the Youth Commission of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Public Safety Building, in said Township on the 16th day of November, 2026 at 7:30 AM., Local Time.

PRESENT:

ABSENT:

The following resolution was offered by Member _____ and supported by Member _____.

WHEREAS, the Youth Commission of Meridian desires to announce the time, date, and place of all regular meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE YOUTH COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN as follows:

1. The Youth Commission will hold regular meetings on the third Monday of the month in November 2026, March, April and May 2027. December, January and February meetings will be held on Thursdays to accommodate the school calendar and Township available Township facilities, in the Charter Township of Meridian, MI 48864-48840.

2. The specific dates for meetings are as follows:

November	16 - regular meeting
December	17 - regular meeting Thursday (Holiday Observation)
January	14 - regular meeting Thursday (Holiday Observation)
February	11 - regular meeting Thursday (Holiday Observation)
March	15 - regular meeting
April	19 - regular meeting
May	17- regular meeting

3. Meetings will begin at approximately 6:15 p.m.

4. Special meetings of the Youth Commission may be called pursuant to the applicable statute.

5. Regular meetings may be canceled, recessed, or postponed by liaison staff or by the Chair of the Youth Commission pursuant to the applicable statute.

6. A summary of this resolution stating date, place, and time shall be posted within ten

(10) days after the first regularly scheduled meeting of the year in accordance with MCL 15.265.

ADOPTED: YEAS:

NAYS:

STATE OF MICHIGAN)
)ss
COUNTY OF INGHAM)

I, the undersigned, the duly qualified Chairperson of the Youth Commission of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Youth Commission Corporation held on the 16th day of November, 2026.

_____
Autumn Gebara
Chairperson
Youth Commission