



Youth Leadership Advisory Council Agenda

1. **Call to Order and Roll Call**
2. **Announcement Regarding: Compliance with Open Meeting Law**
3. **Public Comment:** Comment during this portion of the agenda must be limited to matters on the agenda for action. If you wish to be heard, come forward and give your name for the record. The amount of discussion, as well as the amount of time any single speaker is allowed, may be limited.
4. For possible action to approve the Final Minutes by reference of the Regular Meeting of October 21, 2025
5. Report by Dr. LuAnn D. Holmes, City Clerk, regarding an overview of Robert's Rules of Order
6. Discussion for possible action regarding updates to Youth Leadership Advisory Council bylaws to establish subcommittees and leadership positions and define Secretary responsibilities
7. Discussion for possible action regarding the election of Secretary
8. Discussion regarding identifying Youth Leadership Advisory Council members for Youth as Solutions teen safety work groups
9. Report by Office of Communications staff regarding the City's social media policy
10. Discussion regarding the Youth Leadership Advisory Council's outreach and marketing strategy - All Wards
11. Discussion regarding the identification of community issues that can be addressed by the Youth Leadership Advisory Council, such as youth violence, school safety, traffic safety and academic success - All Wards
12. Discussion regarding potential leadership opportunities and community engagement events, such as food drives, school supply drives, tutoring and community outreach - All Wards
13. **Discussion regarding topics for future agenda items.** Comments made during this portion of the agenda by individual members shall refer solely to proposals for future agenda items and any discussion shall be limited to whether or not such proposed items are within the purview of the Advisory Council and/or whether such proposed items shall be placed on a future agenda. No discussion regarding the substance of any such proposed topic shall occur and no action shall be taken.
14. **Citizens Participation:** Public comment during this portion of the agenda must be limited to matters within the jurisdiction of the Advisory Council. No subject may be acted upon by the Advisory Council unless that subject is on the agenda and is scheduled for action. If you wish to be heard, come forward and give your name for the record. The amount of discussion on any single subject, as well as the amount of time any single speaker is allowed, may be limited.
15. **Adjournment**

Facilities are provided throughout City Hall for the convenience of persons with disabilities. Reasonable efforts will be made to assist and accommodate persons with disabilities or impairments. If you need an accommodation to attend and participate in this meeting, please call the City Clerk's office at 702-229-6311 and advise of your need at least 48 hours in advance of the meeting. Dial 7-1-1 for Relay Nevada.

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS
IN ACCORDANCE WITH THE NOTICING STANDARDS AS OUTLINED IN NRS 241.020:

The City of Las Vegas website – www.lasvegasnevada.gov

The Nevada Public Notice website – notice.nv.gov

Civic Center Building A, 525 South Main Street, 1st Floor

City Hall, 495 South Main Street, 1st Floor

City of Las Vegas Youth Leadership Advisory Council Bylaws

Adopted pursuant to LVMC 2.70.010 – 2.70.070

Approved October 21, 2025

ARTICLE I. NAME AND AUTHORITY

The name of this body shall be the Youth Leadership Advisory Council (YLAC), established pursuant to Las Vegas Municipal Code (LVMC) Chapter 2.70.

ARTICLE II. PURPOSE

The Youth Leadership Advisory Council exists to empower the next generation of leaders by cultivating meaningful opportunities for civic engagement, public service, and leadership development among high school students in the City of Las Vegas. Through direct collaboration with City staff and elected officials, YLAC serves as a bridge between youth perspectives and municipal decision-making. It provides a platform for young leaders to voice priorities, shape recommendations, and contribute innovative ideas on issues that impact their peers and community, including education, youth development, social programs, and civic initiatives.

ARTICLE III. MEMBERSHIP

Section A In accordance with LVMC Chapter 2.70, YLAC shall consist of no fewer than nine (9) voting members and no more than twenty-three (23) voting members. Any vacancy must be filled for the remainder of the term.

Section B At the time of appointment, members must be high school students (public, private, charter, or home school) and must be residents of, or attend school within, the City of Las Vegas.

Section C YLAC shall also include one (1) non-voting staff member, ex officio, designated by the Director of Youth Development and Social Initiatives or their designee.

Section D Members shall be appointed by the Mayor and City Council. The Mayor may nominate up to five (5) persons for appointment; each City Council member may nominate up to three (3) persons for appointment.

Section E Members shall serve staggered terms of two (2) academic years. An “academic year” is defined as August of any given calendar year through May of the following calendar year. Members whose term expires while still in high school may be reappointed for an additional term.

ARTICLE IV. ATTENDANCE

Members are expected to actively participate and attend all scheduled meetings of YLAC. A member who fails to attend two (2) or more consecutive meetings without good cause may be subject to removal or replacement at the discretion of the Mayor and City Council. Attendance shall be recorded in the official minutes of each meeting.

Members who are unable to attend a meeting must notify the Chairperson or the designated City liaison in advance to request an excused absence. Notification should be provided as early as possible, preferably no later than 24 hours prior to the scheduled meeting, unless prevented by an emergency. Excused absences will be noted in the official record and considered when evaluating member participation.

ARTICLE V. MEETINGS

Section A YLAC shall meet no fewer than five (5) times per academic year on the third Tuesday of the month.

Section B Special meetings may be called by the Chairperson or by the City liaison as needed. Notice shall be given in accordance with the provisions of the Nevada Open Meeting Law.

Section C A majority of voting members shall constitute a quorum.

Section D Meetings shall be conducted in accordance with the Nevada Open Meeting Laws and parliamentary procedure.

Section E All functions relating to YLAC meetings, including the arranging of meeting sites, compliance with the Open Meeting Law, publishing of agendas, posting of notices, meeting-related mailings, and the keeping and maintaining of meeting minutes and associated records shall be the responsibility of the City Clerk’s Office.

ARTICLE VI. OFFICERS

Section A YLAC shall, by majority vote, elect from among its voting members a Chairperson, Vice-Chairperson, and Secretary at the first board meeting each year.

Section B Officers shall serve one (1) academic year term and may be reelected.

Section C Chairperson presides over meetings, sets agendas in consultation with the City liaison, and shall perform generally all duties incident to the office and such other duties as may be assigned by the Mayor and City Council and represent YLAC at City functions.

Section D The Vice-Chairperson assists the Chairperson and assumes their duties in their absence. The remaining members of the Council shall fill a vacancy in the office of Vice-Chairperson.

Section E The Secretary shall be responsible for maintaining accurate and up-to-date electronic records of all YLAC meetings, attendance logs, and official correspondence.

Section F In the event the Chair, Vice-Chair, or Secretary resigns before the end of their term, the Council shall elect a new member to fill the vacancy.

ARTICLE VII. ADVISORY ROLE

The YLAC acts in an advisory capacity only to the City Council. YLAC shall have no authority to direct City staff, obligate City resources, or establish policy independent of City Council approval.

ARTICLE VIII. SUBCOMMITTEES

Section A. YLAC may, by majority vote, establish standing or ad hoc subcommittees to support its goals and initiatives. Subcommittees may focus on, without limitation, areas such as media and communications, event planning, policy research, community engagement, or other priority topics identified by the Council.

Section B. Subcommittees shall operate under the general guidance of the YLAC Chairperson and City liaison. All subcommittee recommendations or proposals must be presented to and approved by the full Council.

Section C. Each subcommittee shall maintain written or digital records of meetings and deliverables, which shall be coordinated through the YLAC Secretary to ensure accurate documentation and archival.

ARTICLE IX. REPORTS

YLAC shall submit an annual report to the City Council detailing its activities and accomplishments, recommendations, and future goals. Reports shall be prepared in collaboration with the designee from Youth Development and Social Initiatives.

ARTICLE X. EX OFFICIO LIAISON

The Director of Youth Development and Social Initiatives, or the Director’s designee, shall serve ex officio to:

Represent the City’s interests; provide guidance and support to YLAC, and serve as liaison between YLAC and the City Council.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The portions of the rules contained in the current edition of “Robert's Rules of Order or a modified set of parliamentary rules for small boards and committees shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order YLAC may adopt.

ARTICLE XII. ADOPTION AND AMENDMENTS

These bylaws shall be adopted by a majority vote of the entire YLAC. These bylaws may be amended by a majority vote of the entire YLAC, subject to review and approval by the City Council. Amendments to the bylaws must be consistent with LVMC Chapter 2.70 and the City Charter.

These bylaws are hereby adopted by the Youth Leadership Advisory Council on this 21st day of October 2025.

Signature

Name

Position

ATTEST:

Signature

Name

Position

APPROVED AS TO FORM:

DEPUTY CITY ATTORNEY

Social Media Policy/Procedure

No:	CO0002	Type:	Policy/Procedure
Department:	Office of Communications		
Original Effective Date:	11/06/2013	Approval Signature:	<i>Jerry Cant</i>
Revision Date:	12/30/2020	Expiration Date:	12/30/2025

Purpose

To provide information to the public via social media about the city of Las Vegas to enhance open government and to establish policies and procedures for the utilization of social media and social networking sites by city employees and city officials to further enhance communications with the city of Las Vegas.

Scope

All employees and elected officials.

History

Social media has exploded as a new and popular means of communication in the 21st Century. It is defined as interactive online technology tools that allow individuals to exchange and share information and resources including pictures instantly via the Internet.

Social media sites include but are not limited to:

- Social networking sites (e.g., Facebook, LinkedIn, Google+)
- Internal social networking sites (Workplace, etc.)
- Video and photo sharing websites (e.g., Flickr, YouTube, Instagram, Pinterest, Vine)
- Micro-blogging sites (e.g., Twitter, Tumblr)
- Forums and discussion boards (e.g., Reddit, Yahoo! Groups, Google groups)

Policy

The social media policy shall be to provide approved information to the public concerning city government. The overall intent is to provide information about the city of Las Vegas to enhance open government. Social media facilitates further discussions of the city of Las Vegas' (CLV) issues, operations and services by providing members of the public with the opportunity to interact with CLV officials, employees and departments. A key benefit is the opportunity to participate in existing discussions about CLV-related issues that may be occurring on social media sites. In addition, the city will encourage a dialogue with the public and respond to questions and concerns via social media. This fits well with the city's core purpose of building community to make life better.

City employees and city officials have the ability to publish articles, facilitate discussions and communicate information through various social media sites. The CLV has a substantial interest and expectation in deciding what is "spoken" on behalf of the CLV on social media sites. This document establishes social media use policies, protocols and procedures intended to mitigate

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associated risks from use of this technology where possible by the CLV. Should the CLV change its direction on social media use, this policy will be revised.

Employees and city officials should follow this policy in relation to any social media that they use, whether professionally or personally, even if privacy settings are in place.

Administration

All official city social media accounts are considered an extension of the CLV's information networks and are governed by the Internet Policy (IT122.3), Internet Procedure (IT122a.4) and Use of IT Resources Procedure (IT136a). These are accounts created by an Office of Communications authorized representative. A city social media account can also include an account created or initiated by a city official on city-owned equipment or a personal device that perpetuates city business on that account. Such accounts are for city business or community outreach purposes only, and the domain name, confidential data sets, photographs and any other city copyrighted or authorized city approved social media content, posting, communication or expression is the exclusive property of the city of Las Vegas.

1. CLV's Office of Communications will ultimately determine who may serve as an administrator on behalf of the CLV on city social media accounts and establish what social media outlets may be suitable for use by the CLV and its departments.
2. All department requests for a city social media account will be reviewed by the Office of Communications. The Office of Communications will ultimately decide which, if any, city social media accounts are necessary and assist departments in developing city approved social media content and defining a strategy for engagement.
3. The Office of Communications will provide set-up assistance and training to designated employees only after a department's use of a city social media accounts is clearly defined and approved. If designated employees' job duties change or an employee leaves the CLV, the Office of Communications must be notified immediately to ensure that city social media accounts are protected.
4. Departments that use city social media accounts are responsible for complying with applicable federal, state, and local laws, regulations, and policies. This includes adherence to established laws and policies regarding copyright, records retention, Freedom of Information Act (FOIA), First Amendment, privacy laws, Health Insurance Portability and Accountability Act (HIPAA) and information security policies established by the CLV.
5. Wherever possible, links to more information should direct users back to CLV official website for more information, forms, documents or online services necessary to conduct business with the CLV.
6. Employees representing the CLV via city social media accounts must conduct themselves at all times as representatives of the CLV.

7. The Office of Communications will monitor content on city social media accounts to ensure adherence to this policy for appropriate use, messaging and branding consistent with CLV goals.
8. All city social media accounts and entries shall clearly indicate that they are maintained by the CLV and shall have city contact information prominently displayed.
9. The CLV reserves the right to restrict or remove any content on city social media accounts that is deemed in violation of this policy or applicable law; however any removed content must be retained pursuant to an agreed upon retention schedule for social media.
10. Violations of these standards may result in the removal of city social media accounts. The Office of Communications retains the authority to remove information, but must retain removed content consistent with number 9 above.

Procedure

Permitted Activities

1. Technical Assistance – The Office of Communications will support city employees and city officials in their promotion of city events, city services and city news and provide technical assistance on their personal social media channels including:
 - a. Monitoring security of profile
 - b. Getting pages verified
 - c. Drafting commenting policy and help monitoring the page
 - d. Helping open new accounts and merging old ones
2. Training – The Office of Communications will provide training on best practices and analytics for city employees and city officials.
3. Strategy – The Office of Communications will help provide direction and strategy on City Approved Social Media Content ideas, best practices and crisis/emergency responses.
4. Monitoring – The Office of Communications will set up regular page monitoring to help alert city employees and city officials when a response is needed from their office.
5. Special Events – The Office of Communications will provide a supportive role to promote city events, services and news including:
 - a. Event coverage related to city events and services if requested
 - b. Pre-recorded video coverage and/or interviews if requested
 - c. Promoting key city events to increase attendance
6. Personal social media pages are considered personal property of the city employee or city official and will remain with them when they leave the city. An exception would be unless the page is designated as an official city of Las Vegas account, run by city of Las Vegas employees. Access to city employees and city officials' personal pages may be given to the Office of Communications so the page can be archived for posts related to city business. In addition, pages may be subject to public records requests.

Restricted Activities

The following forms of content shall not be allowed on any city social media accounts. Users and visitors to city social media accounts shall be notified that the intended purpose of the site is to serve as a mechanism for communication between CLV departments and members of the public. The removal of content deemed to be in violation is at the discretion of the Communications Director and/or the City Attorney. City social media accounts, articles and comments containing any of the below mentioned forms of content are in violation with this policy and shall not be allowed.

1. Comments unrelated to the particular article being commented upon;
2. Comments in support of or opposition to political candidates, campaigns or ballot measures, however, objective information about election procedures, ballot instructions, polling locations, candidate forums or scheduled debates is permissible;
3. Violations of federal, state, or local statute or law including those regarding copyright, records retention, Freedom of Information Act (FOIA), First Amendment, privacy laws, Health Insurance Portability and Accountability Act (HIPAA), data protection, libel, slander and information security policies established by the CLV.
4. Profane language or content;
5. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
6. Any information concerning commercial lottery, gift enterprise or similar promotion offering prizes in whole or part upon lot or chance.
7. Sexual content or links to sexual content;
8. Solicitation of commerce;
9. Participation in or encouragement of illegal activity;
10. Information that may tend to compromise the safety or security of employees, the public or public systems;
11. Content that violates a legal ownership interest of any other party.

City employees are prohibited from providing assistance during an active political campaign. Once a candidate has officially filed for office, the Office of Communications shall be precluded from assisting with social media posts. However, during this time, city events and information can still be promoted without the mention of the candidate. In addition, content that is not related to city events, city services and city news shall not be posted by the Office of Communications or any city of Las Vegas employee during an active political campaign.

Protocol for Coverage

Requests for social media assistance, City Approved Social Media Content and coverage can be made by emailing socialmedia@lasvegasnevada.gov at least 24 hours in advance during normal business hours. If assistance is requested outside of normal business hours, requests will be handled on a case-by-case basis.

Further Guidance for Personal Accounts

City employees and city officials who have personal social media accounts should follow several suggestions when posting content. This is because while an account is personal, the employee or city official may still be associated with the CLV in the eyes of the public.

- Be Legal – Social media posts are subject to applicable laws, including slander, Health Insurance Portability and Accountability Act (HIPAA) and copyright.
- Be Transparent – If you associate yourself with the CLV in your personal profile, include a disclaimer such as “information/opinions are my own and do not necessarily reflect those of my employer” or “content displayed here is my own” in your profile.
- Be Judicious - Not everything should be shared. Avoid posting any confidential information.
- Be Knowledgeable - Review information before posting to ensure accuracy. If you are lawfully borrowing content from somewhere else, cite your sources.
- Be Responsible - When using social media, you alone are responsible for what you post.
- Be Considerate - Respect yourself and others. Avoid slurs, personal attacks, profanity and inflammatory topics.
- Be Thoughtful - It is easy for what you post to be taken out of context. Think about reactions to your post before sharing it. Even if you delete your post, the content lives forever on the Internet.
- Be Professional - Avoid posting information or pictures that may represent you in an unprofessional manner, particularly if you are friends, or regularly communicate, with coworkers on social media sites, as this may undermine your credibility or lead to disciplinary action if what you are sharing violates CLV policies.
- Be Safe - Cyber criminals have evolved along with the web, so be careful what you share and with whom you share it. Change your passwords regularly to prevent your accounts from being hacked.
- Be Genuine - To appear genuine, it’s important that city employees’ and city officials’ personal accounts are run by the individual to maintain their voice.

Top 10 Things to Remember About Social Media as a CLV Youth Advisory Board Member

1. You represent YOU — not the City.

On your own accounts, you're speaking for yourself. Just don't make it look like you're giving official city statements unless we've asked you to.

2. If you post about city events or meetings, the rules apply.

Anything related to city business can be considered part of the city's public communication — even on your personal page.

3. Keep it positive, professional, and respectful.

No profanity, hate speech, harassment, or discrimination. You're a youth leader now — people look to you as a voice for others.

4. Zero political posts connected to your board role.

No supporting or opposing candidates, campaigns, or ballot questions. Even “just sharing a meme” counts.

5. Never post confidential or behind-the-scenes info.

No screenshots of internal meetings, no photos of documents, no “I heard the city is doing _____ but it's not public yet.” If it's not on our official channels, don't post it.

6. Protect your privacy and safety.

Avoid sharing your real-time location or anything revealing personal details. Use strong passwords & avoid sketchy DMs.

7. Think before you post — the internet is forever.

Even if you delete it, someone can screenshot it. If it could embarrass you later, skip it.

8. Keep comments focused and on-topic.

No arguing in comments, no rants, no off-topic content on city-related posts.

9. Ask if you're not sure.

Not everything is clear-cut. If something feels borderline, text or email your staff contact for guidance. That's what we're here for.

10. Your voice matters — use it to build community.

Share events, highlight youth issues, celebrate accomplishments, and uplift others. Your role is to make sure young people feel seen, heard, and represented.