



## 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 November 18, 2025
5. **ABEYANCE ITEM** - Report by Dr. LuAnn D. Holmes, City Clerk, regarding an overview of Robert's Rules of Order
6. Discussion regarding establishing participation expectations and a meeting engagement structure to support effective member involvement during Youth Leadership Advisory Council meetings
7. Report by Youth as Solutions participants regarding current work group activities, priority focus areas, and youth-led recommendations
8. Discussion regarding the Youth Leadership Advisory Council's public outreach and engagement strategy, including coordination with City staff for appropriate communication channels
9. Discussion regarding finalizing Youth Leadership Advisory Council public outreach events
10. Discussion regarding identifying Youth Leadership Advisory Council members for Youth as Solutions teen safety work groups
11. **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.
12. **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.
13. **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](http://www.lasvegasnevada.gov)

The Nevada Public Notice website – [notice.nv.gov](http://notice.nv.gov)

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

City Hall, 495 South Main Street, 1st Floor

# How to Conduct a Public Meeting

**Dr. LuAnn Holmes, City Clerk**

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Submitted at Meeting  
Date 1/20/2026 Item 5  
By Staff





# Running Efficient and Fair Public Meetings

Parliamentary procedure is a set of rules for conducting orderly meetings that accomplish goals fairly.

The benefits of parliamentary procedure:

- Transparency and courtesy for all
- Maintenance of order
- Consideration of one item at a time
- All sides get heard
- Ability for each member to provide input
- Majority rule
- Protection of the rights of all members, including the minority



# Basic Principles

- A quorum must be present for business to be conducted (11)
- All voting members have equal rights, privileges and obligations
- No person should speak until recognized by the chair
- Personal remarks or side discussions during the discussion are discouraged
- Only one question at a time may be considered, and only one person may have the floor at any one time



# Clarifying Roles and Rules

## The Chair

- Runs the meetings
- Introduces business in order, per the agenda
- Recognizes speakers
- Keeps discussion focused on the agenda item
- Puts motions to a vote and announces results

The chair calls for a vote by asking, “All in favor?” Those in favor say “Aye.” Then asking, “All opposed?” Those opposed will say “no.”



# Clarifying Roles and Rules

## Members & Participants

- Must be recognized by the chair before speaking
- Turn your mics on and off 😊
- State your name for the record
- Comments are to be addressed to the chair
- No side-bars, no side comments, must use your mic



# General Rules of Debate for Small Boards

- All discussion must be relevant to the immediately pending question or agenda item
- No member should speak more than twice to each debatable agenda item. The second time takes place after everyone wishing to debate the item has had an opportunity to speak once.
- All remarks should be addressed to the chair – no cross debate is permitted
- Debate must address issues not personalities

**Remember, you are creating a permanent record**

# Any Questions?

