Youth Council Charter

PURPOSES:

1. To provide an opportunity for the youth of _________________ city/county to acquire a greater knowledge of and appreciation for the political system through active participation in the system.
2. To help the Mayor and City Council to solve the problems and accomplish the goals of this community by working directly with the representatives of the youth.
3. To serve the youth of _________________ by:
   a. Informing the _______________municipal government of the needs and wishes of the youth.
   b. Planning and implementing social, educational, cultural and recreational activities for the youth.
   c. Working with the Mayor, City Council, City Department Heads, Schools, Chamber of Commerce, Civic Clubs and Service Organizations to provide service and leadership opportunities for the youth of the City.
   d. To instill a feeling of positive self worth and esteem. To teach respect for the rights and property of others. To promote community pride and to eliminate potential negative influences among our future community leaders.

YOUTH CITY COUNCIL (YCC)

Shall consist of a Youth Mayor, five Youth City Council (YCC) members who are elected by the youth of the community at a Youth General Election or appointed by the _________________ government. Additional youth to serve as department heads and committee chairpersons or committee members.

DUTIES AND RESPONSIBILITIES OF THE YOUTH CITY COUNCIL

1. To meet twice monthly to conduct business.
2. To develop and adopt, by majority vote, a Youth City Council Charter.
3. To modify this charter as needed by a majority vote.
4. To present to the Mayor and City Council this Charter and all amendments for their approval.
5. To select one of its members to act as temporary Youth Council Mayor (Mayor Pro Tem) when the Youth Mayor is absent.
6. To pass motions and resolutions as necessary by a majority vote. A majority vote is one vote more that one half the voting members who are present.
7. To carry out the Purposes of the Youth City Council as outlined in this Charter.
8. To plan activities for the youth of the community, coordinating all such activities with the Mayor and the Youth City Council Advisor.

LIMITATIONS OF THE YOUTH CITY COUNCIL AUTHORITY
1. The Youth City Council must have a quorum in order to conduct business. A quorum is a one more than half.
2. The Charter and all amendments to the Charter are to be approved by the Mayor and City Council.
3. The agendas of all Youth City Council meetings are to be posted publicly at least two (2) days in advance of each meeting.
4. All activities are to be coordinated with the Youth City Council Advisor and Mayor.

RESPONSIBILITY AND AUTHORITY OF THE YOUTH CITY COUNCIL

MAYOR

1. To plan and conduct all Youth City Council meetings.
2. To carry out the decisions of the Youth City Council.
3. To meet periodically with the ____________ City Mayor to provide for proper planning and coordination between the City Council and the Youth City Council.
4. To propose to the Youth City Council plans and projects designed to assist in the fulfillment of the purposes of the Youth City Council.
5. To vote only in a tie.
6. To assign each Youth City Council member areas of responsibility.

RESPONSIBILITY AND AUTHORITY OF THE YOUTH CITY COUNCIL MEMBERS

COUNCIL MEMBER #1

1. To have responsibility over the areas of Public Safety and Courts Committee.
2. To attend Youth City Council meetings.
3. To carry out assignments of the Youth City Council.
4. To provide leadership to the council in the areas of Police, Fire, Courts.
5. To meet by appointment with the Police Chief, Fire Chief and Judge in an effort to help accomplish the purposes of the Youth City Council.
6. To plan, with the help of a committee, such activities as bicycle clinics, drug abuse seminars, teenage driver safety workshops and crime prevention campaigns.

COUNCIL MEMBER #2

1. To have responsibility over the areas of Water, Sewer, Irrigation, Streets, and Roads.
2. To attend Youth City Council meetings.
3. To carry out assignments of the Youth City Council.
4. To provide leadership to the Youth City Council in the area of Public Works, namely, engineering, streets, sanitation, water, parks and recreation.
5. To meet periodically with the Department Heads who are responsible for these areas in an effort to understand the goals and needs of the community and to help accomplish the purposes of the Youth City Council.
6. To recommend to the Youth City Council and to the City Mayor ways in which the youth of the community could assist in such areas as traffic flow studies, establishment of bicycle paths and ways in which parks could be created, expanded, improved or more efficiently utilized.

COUNCIL MEMBER #3

1. To have responsibility over the areas of Parks, Recreation and Planning and Zoning.
2. To attend Youth City Council meetings.
3. To carry out assignments of the Youth City Council.
4. To provide leadership to the Youth City Council in the areas of Planning and Zoning concerns.
5. To meet periodically with the Mayor and the Dept. Head(s) over Planning and Zoning to provide input, offer assistance and propose projects in those areas.
6. To carry out, with the help of a committee, the Community Needs Assessment Survey.

COUNCIL MEMBER #4

1. To have responsibility over the Community Beautification, Clean-up Drives and Youth Involvement.
2. To attend Youth City Council meetings.
3. To carry out assignments of the Youth City Council.
4. To provide leadership to the Youth City Council in the areas of city beautification, clean-up activities and community wide youth environmental programs.
5. To meet periodically with the Mayor and Dept. Heads over the areas of beautification in order to determine ways in which the youth may become more involved and may assist the community in its beautification and clean-up campaigns such as possible Shade Tree or Recycling programs.
6. To plan, with the help of a committee, community beautification, environmental and youth involvement activities.

COUNCIL MEMBER #5

1. To have responsibility over the areas of Community Events, Publicity, and Chamber of Commerce relations.
2. To attend Youth City Council Meetings
3. To carry out assignments of the Youth City Council.
4. To provide leadership to the Youth City Council in the areas of publicity of community activities, youth participation in community events and developing a positive working relationship with the local Chamber of Commerce organization.
5. To meet periodically with the Mayor and the community events leaders in order to provide coordination and cooperation between the Youth City council and those leaders. To offer youth assistance in carrying out the goals of all groups involved.

6. To plan and publicize, with the help of a committee, community wide youth activities and socials and work with the local Chamber of Commerce staff.

COMMITTEES

The Youth City Council shall create the following permanent committees to assist the council in carrying out their plans, goals and projects. Each committee shall consist of five (5) or fewer members and shall be advised by a member of the Youth City Council as described above. The members of the committees are to be appointed by the Youth City Council with the approval of the Mayor and City Council. Committee membership shall be for a one (1) year period. The Committees shall be named as follows:

1. Committee on Public Safety and Courts
2. Committee on Public Works and Engineering
3. Committee on Parks and Recreation, Planning and Zoning
4. Committee on Community Beautification, Youth Involvement and the Environment
5. Committee on Community Events and Publicity and The Chamber of Commerce

YOUTH CITY RECORDER

Shall be appointed by the Youth City Council Mayor with the approval of the Youth City Council. The responsibility and authority of the Youth City Recorder shall include the following:

1. Attend all Youth City Council meetings and take and maintain minutes of said meetings.
2. To carry out assignments of the Youth City Council.
3. To assist maintaining the City Historical Scrapbook.
4. To have all Youth City Council records reviewed by the City Recorder every July and January.

YOUTH CITY COUNCIL ADVISOR

The Youth City Council shall have at least one advisor. The advisor will attend Youth City Council meetings and become involved, in the advisory role, in all Youth City Council activities. The advisor may be appointed from the full time career employees of the city staff or may be a community volunteer.

REQUIREMENTS TO SERVE ON THE YOUTH CITY COUNCIL
1. Must be a resident of the sponsoring City for at least one (1) year.
2. Must be at least in the ninth (9th) grade and not yet a graduate of high school...
3. Must be at least in the eleventh (11th) grade to serve as Mayor of the Youth City Council.
4. Must be a registered voter for youth elections.

REQUIREMENTS TO REMAIN ON THE YOUTH CITY COUNCIL

1. Remain a resident of the sponsoring city.
2. Attend at least 75 percent of all Youth City Council meetings.
3. Maintain at least a 2.0 grade point average in school.
4. Fulfill the responsibilities of the office held.
5. Set a proper example for the youth of the community. A member of the Youth City Council can be removed from office upon violation of one or more of the above criteria and by a majority vote of the Youth City Council with the final approval of the Mayor and City Council.

VACANCIES

Any vacancy on the Youth City Council, either by removal or by resignation, shall be filled by nomination of the Youth City Council with final approval by the Mayor and City Council.

“If You Choose Youth Elections!”

VOTER REGISTRATION

All students of the School District attending local High School and Junior High (9th grade only), or who live within the boundaries of the City are deemed to be registered to vote for Youth City Council candidates. Voter’s names must appear on the official list that is provided by the local school district.

PRE-ELECTION MEETING

A pre-election meeting (to be announced at schools) will be held for the purpose of reviewing the functions, goals and purpose of the Youth City Council. Students wanting to be considered on the ballot may file a Statement of Candidacy at that time. Every student who runs for office will have their names on a single ballot. The student receiving the most votes will serve as Youth Mayor. The next highest seven candidates will serve as members of the youth City Council. All remaining candidates will have an opportunity to serve either as Youth Department Head or Committee Members.

THE ELECTION CAMPAIGN

The election campaign will be under the direction of the out-going Youth City Council, the Committee on Elections and the Council Advisor.
All radio, television or newspaper coverage covers all candidates. No newspaper or radio ads may be purchased for an individual election campaign. No candidate may spend over $20.00 on their campaign, including that money spent by supporters. No campaigning shall occur within 100 feet of the polls on election day.

THE GENERAL ELECTION

The General Election shall occur on the second Tuesday of November each election year. Polling places will be open during school hours only. Voters must be students at the school where they vote. Voters’ names must appear on the student list provided by the School District. Qualified voters may have only one ballot and may vote only one time. Votes will be counted immediately following the close of polls and the results will be announced by the Mayor or his/her designated representative that same evening at the city hall.

All ballots shall be the “Office Block” type since all candidates will be running on their own merits instead of by party affiliation. All names listed on the ballot shall be listed in alphabetical order of their surnames. Any request for a recount shall be made in writing to the City Recorder within 48 hours of the election.

In the event of a tie vote during an election, the winner will be determined by a “toss of a coin” to be conducted by the City Recorder.

If You Choose to “Appoint” Youth Leaders

One process that has proven effective in “Appointing” youth leaders is as follows:

1. Gather all youth together and provide training in how to interview for a job.
   a) Contact someone who interview people for jobs and ask them to teach a class to train your students on how they should dress, act, and prepare themselves for a job interview.
2. Have all of your students who are interested in participating in the YCC program fill out an “Information Sheet” similar to the one that accompanies these pages. The information on this page can help you in several ways. We distribute them through the High School and Junior High Schools.
3. Separate the “Information Sheets” into groups of “Youth Mayor” candidates, and “Youth City Council” Candidates.
4. Invite a few community citizens to sit as a panel who will individually interview each student for the position they are interested in.
5. Prepare a few sample questions for the volunteer panel so they can help determine the quality of each candidate. Remember to ask the same questions to each candidate so a fair interview will take place.
6. Make appointments with the student candidates to meet with the adult panel. A word of caution, a fifteen minute interview will seem like an eternity to the student. Keep the interview brief and pleasant.
7. As the panel interviews each individual student, ask them to give a score of 1 to 10 for each candidate, (1) as the lowest score and (10) being the highest available individual score.

8. Average the scores for each student.

9. The student with the highest score for each position is the successful student.

10. After the results are tabulated, notify each candidate of the results and arrange for the new youth leadership to take the same “Oath of Office” that their adult counterparts use.

11. Have the new youth leaders review the balance of the “Information Sheets” and have them select the remaining YCC organization.

THE SWEARING IN

Whether you choose elections or an appointment process, the youth leaders should be sworn in at the first City Council meeting following the selection of the leaders. The youth leaders shall be given the same “Oath of Office” that their adult counterparts are given.