

# Sample

## Youth City Council Charter

Ratified:

Revised:

### PURPOSES:

1. To provide an opportunity for the youth of Clinton City to acquire a greater knowledge of and appreciation for the political system through active participation in the system.
2. To help the local officials solve problems and accomplish the goals of this community by working directly with the representatives of the youth.
3. To serve the youth of Clinton City by:
  - A. Informing the Clinton City 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 local officials, school administrators, chambers 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 eliminate potential negative influences among our future community leaders.

### YOUTH COUNCIL STRUCTURE

The youth council will consist of a Youth Mayor, a Youth Mayor Pro-Tem, five youth council members, a Youth City Recorder, and committee members who are appointed by the Youth Council interview panel.

### DUTIES AND RESPONSIBILITIES OF THE YOUTH COUNCIL

1. To meet biweekly or as needed to conduct council business.
2. To develop and adopt, by majority vote, a Youth Council Charter.
3. To modify this charter as needed by majority vote.
4. To present the Charter to the locally elected officials and all amendments for their approval.

5. To pass motions and resolutions as necessary by a majority vote. A majority vote is one vote more than one-half the voting members who are present. All council and committee members may vote.
6. To carry out the purposes of the youth council as outlined in this Charter.
7. To plan activities for the youth of Clinton City, coordinating all such activities with the city council representative and the Youth Council Advisors.

#### LIMITATIONS OF THE YOUTH COUNCIL AUTHORITY

1. The youth council must have 10 members present to conduct business.
2. The agendas of all youth council meetings are to be posted publicly at least two days before each meeting.
3. All activities are to be coordinated with youth council advisors and the city council representative.

#### RESPONSIBILITY AND AUTHORITY OF THE YOUTH COUNCIL MAYOR

- a. To plan and conduct all youth council meetings.
- b. To carry out decisions of the youth council.
- c. To meet periodically with the youth council advisors, the city council representative, and other officials as necessary to provide for proper planning and coordination.
- d. To propose to the youth council plans designed to assist in the fulfillment of the purposes of the youth council.
- e. To vote only in case of a tie.
- f. To assign each youth council member areas of responsibility.

#### RESPONSIBILITY AND AUTHORITY OF THE YOUTH COUNCIL MAYOR PRO-TEM

- a. To attend youth council meetings.
- b. To carry out assignments of the youth council.
- c. To provide leadership to the council by meeting with the youth mayor and advisors.

- d. To meet periodically with the youth council advisors, the youth council mayor, and other officials as necessary to provide for proper planning and coordination.
- e. To act as temporary youth council mayor when the youth mayor is absent.
- f. To perform responsibilities as youth mayor after the current youth mayor's term has ended.

## **RESPONSIBILITY AND AUTHORITY OF THE YOUTH COUNCIL MEMBERS**

### **1. COUNCIL MEMBER: WEBPAGE ADMINISTRATOR**

- a. To attend youth council meetings.
- b. To carry out assignments of the youth council.
- c. To provide leadership to the council by meeting with the youth mayor and advisors.
- d. To plan, with the help of a committee, activities which are assigned to him/her.
- e. To meet by appointment with Clinton City Webpage Administrator and other Clinton City officials as necessary to help accomplish the purposes of the Youth Council Webpage.
- f. To update any youth council information for public viewing on the webpage.

### **2. COUNCIL MEMBER: PUBLIC RELATIONS**

- a. To attend youth council meetings.
- b. To carry out assignments of the youth council.
- c. To provide leadership to the council by meeting with the youth mayor and advisors.
- d. To plan, with the help of a committee, activities which are assigned to him/her.
- e. To meet by appointment with the Clinton City Secretary and other Clinton City officials as necessary to help accomplish the purpose of relating Youth Council activities to the public.
- f. To coordinate with the Clinton City Recreation Department for marquee information.

### 3. COUNCIL MEMBER: PHOTOGRAPHER

- a. To attend youth council meetings.
- b. To carry out assignments of the youth council.
- c. To provide leadership to the council by meeting with the youth mayor and advisors.
- d. To plan, with the help of a committee, activities which are assigned to him/her.
- e. To meet by appointment with the Youth Council Advisors, Webpage Administrator, and the Table/Wall of Fame Coordinator as necessary to help accomplish the purpose of the Youth Council Photographer.

### 4. COUNCIL MEMBER: NEWSPAPER CORRESPONDANT

- a. To attend youth council meetings.
- b. To carry out assignments of the youth council.
- c. To provide leadership to the council by meeting with the youth mayor and advisors.
- d. To plan, with the help of a committee, activities which are assigned to him/her.
- e. To coordinate with the local Newspaper as necessary to help accomplish the purposes of the Youth Council Newspaper Correspondent.
- f. To report any information to the local newspaper regarding recent youth council accomplishments.
- g. To write and send thank-you notes to groups or individuals who have provided support to the youth council.

### 5. COUNCIL MEMBER: TABLE/WALL OF FAME COORDINATOR

- a. To attend youth council meetings.
- b. To carry out assignments of the youth council.
- c. To provide leadership to the council by meeting with the youth mayor and advisors.

- d. To plan, with the help of a committee, activities which are assigned to him/her.
- e. To meet by appointment with the Youth Council Photographer and other Youth Council members as necessary to help accomplish the purposes of the Table/ Wall of Fame.
- f. To design, plan, and display the previous month's activities and service projects available for public viewing in the Clinton City office building.

### YOUTH COUNCIL RECORDER

Will be appointed by the Youth Council Interview Panel. The recorder's responsibilities should include the following:

- a. To attend youth council meetings.
- b. To carry out assignments of the youth council.
- c. To update and email youth council agendas to youth council advisors.
- d. To record attendance of all youth council meetings and activities.
- e. To contact and remind all youth council members about upcoming youth council meetings.

### YOUTH COMMITTEES

The Clinton City Youth Committees will help plan, organize, and participate in youth council activities and service projects.

### YOUTH COUNCIL ADVISORS

The Clinton City Youth Council will have at least two advisors. The advisors will attend youth council meetings and become involved, in an advisory role only, in all youth council activities. The advisors may be appointed from among the full time career employees of the city staff or may be a community volunteer.

### REQUIREMENTS TO SERVE ON THE YOUTH COUNCIL

1. Must be a resident of Clinton City.
2. Must be at least 14 years of age by the beginning of the school year.

3. Must be a junior\* to serve as Youth Mayor Pro-Tem.
4. Must be a senior\* to serve as Youth Mayor.

\*EXCEPTION: The Youth Council interview panel has the right to super cede the decision of a Youth Mayor and Mayor Pro-Tem if the junior's and seniors do not meet the necessary qualifications.

#### REQUIRMENTS TO REMAIN ON THE YOUTH COUNCIL

1. Remain a resident of Clinton City, unless by a majority vote of the Youth Council, and acceptance of the individual.
2. Attend 80 percent of youth council meetings and service projects.
3. **EXCUSED ABSENCES.** If it is necessary for members to miss a meeting, they must call the Youth Council Recorder to explain why they will be absent.
4. **PROBATION.** Members will be placed on probation after excessive absences. Excessive absences will be reviewed by the youth council advisors.
5. Come with a positive attitude. There will be no name calling, negative attitudes, or cutting down of other youth council members.

#### VACANCIES

Any vacancy on the Youth Council, either by removal or resignation, will be filled at the discretion of the Youth Council Advisors and Youth Mayor. Interviews for vacancy positions will be conducted by the advisors and youth mayor as needed.