

Park City Youth Council Charter

April, 2016 Draft

Purpose:

1. The Park City Youth Council (PCYC) gives students in grades nine through twelve enrolled in the Park City School District an opportunity to shadow the City Council in Park City a great opportunity for education about local government, leadership, community involvement, and service.
2. Members of PCYC will be a voice for the students of Park City where their voices matter by hosting and participating in service projects with the City Council.
3. To provide an opportunity for the youth of Park City to acquire a greater knowledge of and appreciation for the political system through active participation in the system.
4. To help the local officials solve problems and accomplish the goals of this community by working directly with the representatives of the youth.
5. PCYC will strive to serve the Park City community by:
 - Informing the Park City government of the needs and wishes of the youth.
 - Working with local officials, school administrators, chambers of commerce, civic clubs and service organizations to provide service and leadership opportunities in government for the youth of the city.
 - 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.

Structure:

PCYC will be constructed of a mayor and five board members with predetermined jobs. Members who are not on the board are known as “Youth Council Members” and will be selected based off their application by the Youth Council interview panel.

Youth Council Positions:

1. Mayor
2. Mayor Pro- Tem (acts as a Council member)
3. 4 City Council Members
4. Treasurer
5. Secretary
6. Web page administrator
7. Public Relations/Events Chair
8. Photographer
9. Media Liaison

Duties and Responsibilities:

1. Meet once a month or as needed to conduct council business.
2. Present the Charter to the locally elected officials and all amendments for their approval.
3. 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.
4. Carry out the purposes of the youth council as outlined in this Charter.
5. Plan activities for the youth of Park City, coordinating all such activities with the city council representative and the Youth Council Advisors.

What We Do:

- Get involved with the local government and give students a voice.
- Serve the community with the direction of the Park City Council.

Limitations of the Youth Council:

PCYC must have 8 members present to conduct business.

1. The agendas of all youth council meetings are to be posted publicly at least two days before each meeting on the web site.
2. All activities are to be coordinated with youth council advisors and the city council representative.

Responsibility and Authority of the Youth Council Mayor:

1. Plan and conduct all youth council meetings.
2. Carry out decisions of the youth council.
3. Meet periodically with the youth council advisors, the city council representative, and other officials as necessary to provide for proper planning and coordination.
4. Propose to the youth council plans designed to assist in the fulfillment of the purposes of the youth council.
5. Vote only in case of a tie.
6. Assign each youth council member areas of responsibility.
7. Serve one term of office for 4 months.

Responsibility and Authority of the Youth Council Mayor Pro-Tem:

1. Attend youth council meetings.
2. Carry out assignments of the youth council.
3. Provide leadership to the council by meeting with the youth mayor and advisors.
4. Meet periodically with the youth council advisors, the youth council mayor, and other officials as necessary to provide for proper planning and coordination.
5. Act as temporary youth council mayor when the youth mayor is absent.

6. Perform responsibilities as youth mayor after the current youth mayor's term has ended for one term.

Responsibility and Authority of the Youth Council Members

To be appointed by the Youth Council after the interview process.

Web Page Administrator:

1. Attend youth council meetings.
2. Carry out assignments of the youth council.
3. Provide leadership to the council by meeting with the youth mayor and advisors.
4. Plan, with the help of a committee, activities which are assigned to him/her.
5. Meet by appointment with Park City Webpage Administrator and other City officials as necessary to help accomplish the purposes of the Youth Council Webpage.
6. Update any youth council information for public viewing on the web page.

Public Relations:

1. Attend youth council meetings.
2. Carry out assignments of the youth council.
3. Provide leadership to the council by meeting with the youth mayor and advisors.
4. Plan, with the help of a committee, activities which are assigned to him/her.
5. Meet by appointment with City officials as necessary to help accomplish the purpose of relating Youth Council activities to the public.

PCYC Photographer:

1. To attend youth council meetings.
2. To carry out assignments of the youth council.
3. To provide leadership to the council by meeting with the youth mayor and advisors.
4. To plan, with the help of a committee, activities which are assigned to him/her.
5. 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.

Media Liaison:

1. Attend youth council meetings.
2. Carry out assignments of the youth council
3. Provide leadership to the council by meeting with the youth mayor and advisors
4. Plan, with the help of a committee, activities which are assigned to him/her.
5. Coordinate with the local Park Record Newspaper and KPCW radio as necessary to help accomplish the purposes of the Youth Council.
6. Report any information to the media regarding recent youth council accomplishments.

7. Write and send thank-you notes to groups or individuals who have provided support to the youth council.

Youth Council Recorder:

1. Attend youth council meetings.
2. Carry out assignments of the youth council.
3. Keep a current email database of all members.
4. Create the agenda with the youth council mayor and advisors and to distribute the agenda to the web page administrator and the youth council.
5. Record attendance of all youth council meetings and activities.
6. Contact and remind all youth council members about upcoming youth council meetings.

Youth Council Treasurer:

1. Develop and maintain the PCYC budget with the assistance of the advisors and city officials.
2. Manage the budget and report to the Council the status of the budget once a quarter.
3. Carry out assignments of the youth council.

Youth Council Advisors:

PCYC 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 Youth Council:

1. Must be a student enrolled grades 9 -12 in the Park City School District.
2. Must be at least 14 years of age by the beginning of the school year.
3. Must attend at least 75% of all youth council meetings and service activities throughout the year.
4. Set a proper example to the community at all times.
5. Actively participate in all meetings and activities
6. Attend the Local Officials Day at the State Capitol for an all -day event with city officials, state legislatures and other youth councils from around the State.
7. If it is necessary for members to miss a meeting, they must call the Youth Council Recorder to explain why they will be absent.
8. Members will be placed on probation after excessive absences.
9. Excessive absences will be reviewed by the youth council advisors.
10. Exhibit a positive attitude! There will be no name calling, negative attitudes, or verbal abuse 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.