



A Guide for

Creating a City Youth Council

Compiled by the Florida League of Cities, Inc.

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In August 2008, Wellington Vice Mayor Carmine Priore was sworn in as president of the Florida League of Cities. In his first speech as president, he spoke about how students are receiving little or no civic education instruction in the classroom and cited surveys and studies showing that a large percentage of high school students know little about their governments. He made it his presidential priority to promote civic education and encouraged cities to create youth councils to educate this younger generation.

While many of Florida's cities already have youth councils, we wanted to create a document that would serve as a "road map" for others wanting to start similar programs. These special citywide councils are composed of students from different high schools within the city and serve as an advisory board to the city commission/council. These students are the leaders of tomorrow and it is important to expose them to municipal government at an early age. We hope that your city will consider forming a youth council.

The Florida League of Cities would like to thank the North Carolina Civic Education Consortium for providing a template for this document. Additionally, the League would like to thank the following Florida governments for providing information on their youth councils: Dade City, West Palm Beach and Destin; and also Greene County, N.C.

For more information, contact Casey Cook at ccook@flcities.com or by phone at (850) 701-3609.

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I. What is a youth council?

A youth council is an advisory body composed of local youth (usually high-school aged). They provide advice and counsel to the local governing body and its affiliated advisory and regulatory boards, as well as other community organizations. Additionally, youth councils can implement and participate in a variety of youth-identified community initiatives.

II. Why create a youth council?

According to the Census Bureau, 24.6 percent of the U.S. population is under the age of 18. It goes without saying that young people are the future of our communities. Therefore, it is vitally important that they are vested with the knowledge, skills and abilities to be the next generation of local leaders. Youth councils are an excellent means of doing so because they promote regular and active civic engagement among youth.

Youth councils promote civic engagement among youth by:

- Giving them a formal role in local decision making
- Offering real-world experiences with elected and advisory bodies
- Teaching them about the role of councils, boards and commissions
- Providing them with an opportunity to develop leadership skills and learn how local government operates
- Increasing voice and communication between youth and adults, and among youth themselves
- Increasing youth volunteerism
- Enhancing classroom civic education

III. Who benefits?

Youth councils enable **young people** to:

- Communicate their concerns regarding local matters that affect them
- Directly participate in local government
- Make decisions and take action to potentially improve their community

Youth councils enable **local councils/commissioners** to:

- Be more representative of the community as a whole
- Gain insight regarding the community's "young," dynamic and/or progressive perspective
- Encourage youths to be more actively engaged in the political process
- Improve services that directly affect young people
- Be more sustainable

Pages 4-10 of the guide are reprinted with permission from the **North Carolina Civic Education Consortium**. Some slight modifications have been made for League members. Special thanks to the consortium for providing a template for this document. For more information on the consortium and its other resources, please visit <http://www.sog.unc.edu/programs/civiced/index.php>.

IV. Is your city ready for a youth council?

The following three components serve as positive indicators that your city is poised to establish a local youth council:

- **Concern:** Local leaders recognize some degree of need for youth insight in public decision making
- **Trust:** Local leaders envision youth in a meaningful, visible and advisory role
- **Change:** Local leaders are willing to modify existing codes or adopt specific ordinances to promote youth involvement on councils, boards and commissions

V. Who creates and oversees the youth council?

It is up to the governing body to decide exactly who will create and oversee the youth council. In some communities, a Cooperative Extension (such as the local 4-H) is tasked with creating and maintaining the youth council. In others, a local department (such as parks and recreation) is given the task. In others still, a full-time city employee (such as the public information officer or assistant city manager) is vested with the task as part of his or her job responsibilities. Whatever the governing body decides, the youth council should be aligned with the manager's or clerk's office for the purposes of housing the council's meetings and funding various initiatives.

The important thing to keep in mind is that the primary purpose of the youth council is to advise local government officials. Therefore, it is important that the council is truly viewed as an essential part of the local government structure, and not simply relegated off to the side to one department or extension.

VI. Who serves on the youth council?

When thinking about the composition of the student component of a youth council, the following should be considered:

- Include at least one, and as many as four, representatives from all local high schools (grades 9-12)
- Include a representative for private, charter and home schools
- Include students from diverse backgrounds
- Consider minimum requirements in terms of GPA and number of unexcused school absences. (It is important to realize that oftentimes it is not the students with the highest GPAs and attendance rates that would benefit most from being selected for the youth council. Along the same lines, the city may benefit more from feedback not attained from the "highest" academic achievers.)
- Think about the geographic area from which you will be recruiting. If your city plans on recruiting through the schools, make sure you consider that not all students in the school district live inside the city limits. The important thing is that you are recruiting from a variety of geographic areas within your city.

- Potential council members should be students who have a proven record of leadership, goal-setting, commitment to community service and community values, and who want to create positive opportunities for other youth in the community
- Consider representatives from local youth organizations already in existence
- Consider students who are not necessarily “the usual suspects” – do not simply select all student government presidents

VII. How do you establish a youth council?

- A. **Make it official:** First and foremost, a locality should adopt a **resolution** or **ordinance** that establishes a youth council. The resolution/ordinance should include sections that specify the following:
- Establishment of the youth council
 - Membership composition (How many representatives should the youth council have? How many representatives should there be from each school? From each grade level?)
 - Appointment (What will the application process entail? Who will make the final selection of members?)
 - Length of terms
 - Member rights, powers, duties, authority, discretion and privileges
 - Compensation for the youth council liaison if not included in scope of work
 - Organizational structure
 - Meeting requirements and procedures
 - Fundraising

***See Appendix 1 for an example an ordinance establishing a youth council.*

- B. **Invest in the youth council:** Align your youth council with the manager’s or clerk’s office through provision of funding and staffing. Develop a thoughtful, inclusive and rigorous application process.

C. **Connect, publicize, recruit:**

Work with parents and schools to publicize the program:

- Send a letter to all parents/guardians describing the purpose and goals of the youth council, the application and selection process, and a contact person for further questions
***See Appendix 2 for an example of a parent letter*
***See Appendix 3 for an example of a youth council application form*
- Ask civics and economics teachers to share with students information about the purpose and importance of youth councils and details on applying for the local youth council
- Ask school counselors to actively solicit student applications for the youth council
- Have an elected official visit classrooms and clubs

- Request an assembly in which the youth council contact person can discuss specifics with potential candidates
- Develop posters or flyers for classrooms and counselors' offices
- Post information on Web sites that are visited frequently by high school students (e.g. school Web sites/Facebook/etc.)

Make efforts to advertise in the community (outside of schools):

- Contact supervisors of local youth programs/groups, such as Boy Scouts, Girl Scouts, church youth groups, recreation sports teams, etc.
- Partner with local youth outreach programs, such as the YMCA and 4-H
- Run an advertisement in local newspapers/publications
- Make announcements at youth conferences or summits
- Put flyers up in popular youth "spots," such as the mall, local record store, athletic fields, etc.
- Ask local radio disc jockeys (perhaps local NPR affiliate) to make a short plug on air

- D. **Make decisions:** Thoroughly evaluate applicants in a competitive process. You may wish to hold interviews, either in person or over the phone, to narrow down prospective candidates. You may also want to have a small committee of people, including youth, evaluate the final applicants.

Once decisions have been made, the youth council liaison should return to schools to acknowledge the selected members, send acceptance letters and/or make congratulatory phone calls. Additionally, the decision should be honored through a formal vote by the council/commissioners.

Likewise, a polite letter should be sent to all applicants who were not selected, encouraging them to apply again in the future.

VIII. Now what?

First Meeting – Orientation

Once youth council members have been selected, the first order of business should be to hold an "orientation meeting," to establish the youth council as a safe, fun forum that members will look forward to attending. The initial meeting should essentially be a "get to know you session" where youth council members have an opportunity to learn more about each other and the youth council liaison. In order to do so, students can participate in an "ice-breaker" activity and a variety of team-building exercises.

The orientation meeting also should have an informational component where members learn more about the specific purpose and mission of the youth council, and discuss some of the member/meeting

requirements. Of course, youth council members should be able to contribute their own ideas regarding the purpose, mission and requirements of the youth council and its members. The first meeting should last about two hours, setting the standard for time requirement for future meetings.

Second Meeting – Swearing In of Council Members

After the orientation meeting, youth council members should be required to attend the next scheduled city council/commission meeting. At the meeting, the youth council should be welcomed as an official advisory board and youth council members should be sworn in by the local government officials (youth council facilitators will need to get this on the meeting agenda in advance).

***See Appendix 4 for an example of a youth council oath of office*

Third Meeting – Team Building and Bylaws

The next youth council meeting should begin with some additional icebreaker and team-building exercises, followed by member creation of their own “youth council bylaws.” Have members consider the following topics when discussing and codifying the bylaws:

- Purpose/Mission/Goals
- Membership and membership requirements
- Member at large requirements
- Meetings (structure, length, frequency)
- Attendance requirements
- Officers/Roles (members are likely to need to be placed in additional representative capacities such as voting seats on advisory boards)
- Parliamentary Authority (the procedural rules for the conduct of meetings)
 - ▶ You may want to ask a member of your locality’s governing body to attend this meeting and present a workshop regarding parliamentary authority as it pertains to meetings in your local government. Students can use what they learn to establish their own procedures based on the actual city council procedures
- Quorum (the number of members that must be present in order to conduct the business of a meeting)
- Subcommittees
- Programs and activities

***See Appendix 5 for example of youth council bylaws and procedural guidelines.*

***See Appendix 6 for example of a mission statement.*

Additional note: The bylaws members create may require amendments to the city’s resolution/ordinance.

Fourth Meeting – Additional Team Building and Action Plan

Begin the fourth meeting with a team-building activity. Next, discuss with council members issues they want to address and goals they wish to accomplish as a council throughout the year. Use the information to create an “action plan,” which will help in planning “topics” for future meetings. You will then be able to coordinate activities and guest speakers accordingly. For example, if students are interested in discussing the issues of teen drug and alcohol use or gang violence in schools, you can schedule a law enforcement officer specializing in one of these areas as a guest speaker during the appropriate meeting. Or, if students express interest in the locality funding the development of a new park, you can schedule a parks and recreation employee and/or a local developer to discuss implications and costs to the locality.

IX. What should the youth council do?

Aside from advising local government officials, youth councils can implement and participate in a variety of activities. Some of these activities may include:

- Conduct a youth forum for all local high school students on topics of concern for youths
 - ▶ Raising Student Voice & Participation (RSVP), a student engagement program sponsored by the National Association of Student Councils and the National Association of Secondary School Principals, provides a format for student lead youth forums; information is available at http://www.nasc.us/s_nasc/sec.asp?CID=1266&DID=55678
 - ▶ The North Carolina Civic Education Consortium has a Community Forum Toolkit that can be tailored for youth council use. It is available at <http://www.civics.unc.edu/civindex/aboutforums.htm>
- Create a youth council publication to be distributed at local middle and high schools or as a leaflet in local newspaper
- Organize community service projects such as:
 - ▶ Stream and/or highway cleanups
 - ▶ Senior center volunteering
 - ▶ Tutoring or mentoring youths (e.g. “Big Brother/Big Sister programs”)
 - ▶ Organizing drives (e.g. for food, clothes, school supplies, holiday gifts, etc.)
 - ▶ Adopt-a-pet
 - ▶ Volunteering at a food bank or shelter
- Lead a citywide educational or advocacy campaign addressing a youth identified issue of concern (i.e. water conservation; global warming; school bullying/violence; reduce, reuse, recycling (RRR), etc.)
- Conduct interviews of local government officials and city staff to be aired on local public access channel

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- Advocate for particular development projects on behalf of local youth (for example, building a skate park or athletic field)
 - Plan and organize fundraising events for youth-related development projects and/or charitable causes
 - Job shadowing day with city elected officials and department heads
 - Organize a “Careers in City Government” career day at local schools
 - Act as liaisons between city council and local youth through school announcements
 - Promote civic involvement of other local youth by spearheading civic-minded clubs/organizations in schools
 - Attend city council/commission meetings (perhaps one member should be present at each meeting and report back to the youth council on topics covered)
 - Maintain a local youth council Web site that provides relevant information to local youth
 - Attend professional development workshops on leadership, goal setting, public speaking, etc.
 - Attending or hosting city forums, conferences and events in order to represent youth perspective

For additional ideas, go to http://www.nasc.us/s_nasc/sec.asp?CID=164&DID=5356. While these ideas are tailored to school’s student governments, many ideas can be replicated at the communitywide level with your youth council.

Appendix I.

An ordinance from the City of Dade City creating the city's Youth Council.

ARTICLE IV. BOARDS AND COMMISSIONS*

DIVISION 2. CITY YOUTH COUNCIL

Sec. 2-171. Creation.

There is created a board to be known as the city youth council, which shall consist of five members plus two alternates from high school and one alternate from middle school (eighth grade only). The members will be city residents who are actively enrolled in a public or private high school in grades nine through 12. The members shall be appointed by the city commission and each member appointed shall serve a term of two years, unless grade 12 is completed during the term, at which time the position shall be declared vacant. Of the five initial members appointed to the first board, three shall serve for a term of two years and two shall serve for a term of one year. The two high school alternates and the eighth grade alternate shall be appointed by the city commission for a one-year term annually. Unlike other boards, the term of the members of the city youth council will expire and be appointed in April of each year. The commissioners will attend board meetings and, along with city staff, coordinate activities.

(Ord. No. 99-0736, § 1, 6-22-1999)

Sec. 2-172. Election of officers.

The city youth council shall elect a chairman to conduct meetings and a vice-chairman to conduct meetings in the absence of the chairman. Elections shall be held at the first regular meeting after annual appointments are made by the city commission.

(Ord. No. 99-0736, § 1, 6-22-1999)

Sec. 2-173. Vacancies.

Irregular vacancies on the city youth council shall be filled as they occur and regular vacancies shall be filled by appointment in April of each year.

(Ord. No. 99-0736, § 1, 6-22-1999)

Sec. 2-174. Meetings; records.

The city youth council shall hold at least one regular meeting per quarter, with option to meet more often as needed or desired. Public record of such meetings shall be kept by the office of the city clerk. All meetings shall be public under F.S. § 286.011.

(Ord. No. 99-0736, § 1, 6-22-1999)

Sec. 2-175. Absences from meetings.

Absences from three consecutive regular meetings of the city youth council shall cause a member to be removed from their seat, unless such absence is

excused by a majority vote of the board, with such excuse duly entered upon its minutes.

(Ord. No. 99-0736, § 1, 6-22-1999)

Sec. 2-176. Duties and responsibilities.

The city youth council shall have the duty and responsibility to:

- (1) Evaluate and review problems facing youth in the city.
- (2) Facilitate neighborhood meetings with youth to discuss problems, needs, suggested improvements for our community.
- (3) Meet regularly with the mayor and city commission to share ideas and discuss issues, concerns, and needed improvements.
- (4) Attend city commission meetings and participate in vision and goal sessions.
- (5) Present recommended improvements to the city commission and city manager of public projects and programs.
- (6) Assist in planning youth/recreation activities.
- (7) Evaluate and advise the city commission and/or city manager on issues forwarded to the city youth council for advice.

(Ord. No. 99-0736, § 1, 6-22-1999)

Secs. 2-177--2-185. Reserved.

Appendix 2.

A sample letter inviting students to apply for a newly established Youth Council.*

Dear Parent/Guardian,

The City of _____ is proud to announce a new and exciting opportunity for rising 8th - 12th grade students. The city's new **Youth Council** will provide our youth an opportunity to increase their knowledge of civic education through practical hands-on experience. The Youth Council will be composed of 20 8th - 12th grade students who will be charged with representing youth in the City of _____.

The Youth Council will:

- Involve youth in local government through participation on local boards and committees;
- Increase youth voice and communication in _____'s future direction;
- Increase volunteerism among youth and adults in civic affairs; and
- Enhance civic education through teacher training.

Youth Council members will be selected through a competitive application process. An ideal Youth Council will be composed of a diverse group of young people that represent ALL youth in _____. Our primary criterion for selection will be a demonstration that the young person wants to make a difference here in _____ – and we will give them an opportunity to do just that.

Seventeen of the Youth Council members will be voting members from the 9th - 12th grades, and three will be non-voting Youth Council apprentices from the 8th grade. These 8th grade members will take part in all Council activities and learn the role of a Council member so that they can assume the role upon entering the 9th grade. All members will be required to attend monthly meetings.

We will be distributing Youth Council applications through the schools in early August, when the students return to school. Applications will be due in _____, with our first meeting in _____. Please discuss this exciting opportunity with your rising 8th grader or high school student and encourage them to apply for service on the Youth Council.

If you have additional questions about the _____ Youth Council, please contact John Doe at: 555-555-5555 or _____@generic.gov.

Sincerely,

*The above letter is based on a letter from Greene County, North Carolina. It has been modified for League members.

Appendix 3.

A Mayor's Youth Council application form from the City of West Palm Beach.

City of _____ Mayor's Youth Council Application

The vision for the Mayor's Youth Council is to empower caring youth dedicated to personal development and servant leadership. If you are interested in applying for membership to the council, please complete the following application. Applicants MUST be a city resident and be in grades 9 through 11. Please type or print clearly in blue or black ink. You may attach additional sheets if necessary: ALL information must be completed in order to be considered for the Mayor's Youth Council.

Name: _____ Age: _____

School: _____ Grade: _____

Home Address: _____ Zip: _____

Telephone: _____ Cell Phone: _____

E-Mail: _____

Parent/Guardian: _____

Optional Information: _____

The City of _____ does not discriminate based on race, ethnicity, sex, creed, national origin or disability. This information need not be provided. It is requested to facilitate the City of _____ goal of assembling a diverse group. Omitting this information will not affect your application.

Race or ethnic group: American Indian African American
 Asian White Middle Eastern Hispanic
Other, please specify _____

Gender: Female Male Birth Date _____

Please check all that apply:
 I have transportation to get to Youth Council meetings/events.
 I initiated my interest in this program.
 I was asked to apply for this position.

By whom? _____ Position: _____

Organization: _____

Why do you want to serve as a member of the Mayor's Youth Council? (feel free to add a sheet of paper)

What are the three most important issues to you, your friends and your family concerning your neighborhood?

1. _____
2. _____
3. _____

Please list any other activities you will be involved in during the school year. Include employment, sports, community, school and religious groups.

What personal skills and characteristics do you possess that would make you a good representative?

If you could bring one thing to this city or change one thing, what would it be?

Are you willing to attend the meetings, events and activities of the Youth Council for one year and commit to making a difference in our city?

Yes ____ No ____

Are you interested in community service points for this project?

Yes ____ No ____

Please list two adult references (non-relatives) with phone numbers. You must also attach letters of recommendation from these individuals. The letters must be no more than one page in length and typed. Please include one letter from your school principal or other school based personnel and one letter from a community member who is familiar with you.

1. _____

2. _____

I have read and understand the commitment required for the Mayor's Youth Council. I also realize the importance of teamwork and cooperation and I am willing to make this commitment.

Student Signature: _____ Date: _____

Parent/Legal Guardian Permission: I give my permission for _____ to seek the position of representative on the Mayor's Youth Council.

Signature of Parent/Guardian: _____

Date: _____

Emergency Telephone Number: _____

Emergency Cell Number: _____

Name of emergency contact and relationship to youth: _____

Deadline to Apply: _____

Mail to: City of _____

Thank You!

Appendix 4

The following is a sample Oath of Office for new members of your Youth Council.

_____ Youth Council

Oath of Office

Florida

CITY OF _____

I, _____, do solemnly swear that I will support, uphold and defend the Constitution of the United States of America, and the laws thereof; that I will support, uphold and defend the Constitution and laws of the State of Florida, not inconsistent therewith, that I will observe and obey the laws and ordinances of the City of _____, Florida; that I will faithfully perform and discharge the duties incumbent upon me as member of the _____ **YOUTH COUNCIL** fairly and honestly and to the best of my skill and ability; so help me GOD.

_____ Council Member

This the 12th day of September 2008.

Appendix 5.

Destin Youth Council By-Laws

ARTICLE I MEMBERSHIP

Section 1 – Representation

A total of no more than fourteen (14) members will serve on the Destin Youth Council. The Destin Youth Council shall seek in its membership a diverse representation reflecting the community.

Section 2 – Membership Qualifications

All members must live within the city limits of Destin and must be between the grades of 9 to 12. Members shall have at least a 2.25 GPA.

Section 3 – Term Limits

Terms shall be for one year, or until the student transfers or graduates from high school. Members may re-apply every year provided they remain within the grade limits of the membership qualifications.

Section 4 – Application Process

Members of the Destin Youth Council shall be chosen through an application process. Interested parties shall complete a simple application form. The Destin City Council shall review the application and select members of the Destin Youth Council.

Section 5 – Appointment of Members

Each member of the Destin City Council shall appoint two members to the Destin Youth Council.

Section 6 – Conduct

Each member of the Destin Youth Council must conduct himself or herself in a positive, friendly and law-abiding manner at all times. There will be no smoking, drinking alcoholic beverages or using illegal drugs by any member of the Youth Council. Such behavior will not be tolerated and is ground for dismissal from the Youth Council.

ARTICLE II

OFFICES

Section 1 – Offices

The City Clerk shall serve as temporary chair for purposes of presiding over the election of the Destin Youth Council Chairperson. The Destin Youth Council shall elect from its members a Chairperson, Vice-Chairperson, and Secretary. The candidate receiving a majority vote of the Destin Youth Council members is elected.

Section 2 – Officer Duties

The duties of the officers shall be as follows:

- a. The Chairperson shall preside at the meetings of the Destin Youth Council and shall be charged with the administration of the affairs of the Youth Council with assistance from the Office of the City Clerk. The Chairperson shall perform such other duties as provided by these by-laws or by rule of the Destin City Council.
- b. The duties of the Vice-Chair shall be to perform the duties and exercise the power of the Chair during the absence of the Chair.
- c. The Secretary shall determine a quorum for the meeting and report back to the City Clerk. The Secretary shall conduct the roll call at the start of the meeting. The Secretary shall preside at the meetings of the Destin Youth Council and perform the duties and exercise the power of the Chair during the absence of both the Chair and the Vice-Chair.

Section 3 – Election of Officers

The officers of the Youth Council shall be elected annually. The officers of the Youth Council shall be elected by a majority vote of the voting members present.

Section 4 – Term of Officers

The term of all offices provided for in Section one hereof shall be for one year; however that all officers shall continue to hold office until their successors are elected. Officers of the Destin Youth Council shall be elected at the first Youth Council meeting held in October of each calendar year.

Section 5 – Vacancies of Officers

Should a vacancy occur in an office of the Destin Youth Council by resignation, removal or by some other reason, the office shall be filled by an election for the vacant office at the next regular meeting of the Destin Youth Council.

ARTICLE III

MEETINGS

Section 1 – Regular Meetings

Regular meetings of the Destin Youth Council shall be held once a month on the fourth Thursday of the month, between the hours of 4:00 p.m. to 5:30 p.m. The principal meeting place of the Youth Council shall be at Destin City Hall. *Robert's Rules of Order* shall govern the proceedings of the Youth Council in all cases to which they are applicable, and in which they are not inconsistent with these by-laws. Matters for consideration by the Youth Council shall be presented only at Youth Council meetings. Before convening a meeting of the Youth Council, the Chairperson of the Youth Council shall inform the Office of the City Clerk of the subject matter of the meeting.

The Office of the City Clerk shall give public notice of the meeting in accordance with the requirements of the Florida Open Meetings Law. This notice shall include posting on the City of Destin's official website.

Section 2 – Special Meetings

Special meetings may be called upon the request of the Chairperson. Request for special meetings shall be sent via electronic mail, or by telephone, to the office of the City Clerk at least 48 hours before the time of the meeting. This request shall include the reason or reasons for requesting the special meeting. The Office of the City Clerk shall notify every member of the Youth Council via electronic mail or by telephone. No subjects other than those stated in the notice shall be considered at the special meeting.

Section 3 – Open Meetings

All meetings of the Destin Youth Council shall be open to the public and be subject to all requirements of the Florida's Open Meeting Law.

Section 4 – Quorum

The presence of a majority of the entire membership of the Destin Youth Council shall constitute a quorum for a meeting of the Youth Council. A quorum is necessary to transact official business at any meeting.

Section 5 – Voting

The affirmative vote of a majority of the members present shall be necessary to adopt a recommendation to be forwarded to the Destin City Council for review and/or possible action.

Section 6 – Order of Business

The Chairperson of the Youth Council shall, when present, call the members of the Youth Council to order. Before proceedings to business, the roll of the members shall be called, and the names of those present (and absent) entered in the minutes. If a quorum is present, the order of the business shall be:

- a. Pledge of allegiance.
- b. Approval of the minutes of the previous meeting.
- c. Unfinished business.
- d. Matters for consideration.
- e. Announcements.
- f. Adjournment.

Section 7 – Recordings of Meetings

The proceedings of the Youth Council shall be recorded by the City Clerk. Records shall be preserved in accordance with the record retention schedule established by the Office of the City Clerk.

Section 8 – Conduct of Members

No member of the Youth Council shall interfere with the orderly progress of the meeting by leaving his or her seat or engaging in unnecessary conversation. Any member guilty of any unprofessional conduct shall be reported to the Destin City Council.

Section 9 – Attendance

Attendance at regular Youth Council meetings is expected from all members. If a member cannot attend due to sickness or for a duly authorized reason, the member shall notify the Office of the City Clerk who shall notify the Chair of the Destin Youth Council. Any member who fails to appear and answer to his or her name when the roll is called at any regular meeting or special meeting shall be recorded as absent (excused or unexcused). Any member of the Destin Youth Council who missed three consecutive meetings (excused or unexcused) shall be reported to the Destin City Council.

ARTICLE IV

REPORTS

Section 1 – Annual Report to the Destin City Council

The Chairperson or his or her designee shall make a report to the Destin City Council of the activities and business of the Youth Council at least once each calendar year.

ARTICLE V

ROLE OF THE DESTIN CITY COUNCIL

Section 1 – Role of City Council

The Destin City Council shall receive recommendations from the Destin Youth Council. The Destin City Council shall provide support staff to the Destin Youth Council to assist them in carrying out their duties. The City Council shall communicate upcoming issues to the Destin Youth Council so they may respond accordingly.

ARTICLE VI

BY-LAWS AND AMENDMENTS

Section 1 – By-Laws and Amendments

The by-laws of the Youth Council shall be reviewed once each year. The by-laws may be amended at a regular stated meeting provided two-thirds of the members of the Youth Council approve the amendment in a roll call vote; providing further that the amendment is part of the agenda for the meeting and the membership has been notified in writing. By-laws and amendments must be approved by the Destin City Council in order to take effect.

Appendix 6.

Destin Youth Council Mission Statement

Mission Statement Destin Youth Council

To provide Destin's youth with the opportunity to participate in the City's decision-making process, through recommendations to the City Council that address youth issues, promote existing positive programs, and develop programs, projects and activities for the young people in the City of Destin; thereby promoting and encouraging the youth to become effective leaders in the community by helping shape the future of Destin.



