



# CENTERVILLE

## CENTERVILLE YOUTH CITY COUNCIL CHARTER

### **PURPOSES**

The purpose of the Centerville Youth City Council is as follows.

1. To provide an opportunity for the youth of this community to acquire a greater knowledge of and appreciation for the American political system through active participation in that system.
2. To help the Centerville City Mayor and City Council 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 this community by:
  - a. Informing the city government of the needs and interests of the youth.
  - b. Planning and implementing social, education, charitable, cultural, and recreational activities for the youth.
  - c. Working with the Mayor and City Council, and school and state youth council organizations to provide those opportunities for the youth that the City of Centerville would like to continue to encourage.

### **YOUTH CITY COUNCIL**

The Youth City Council shall consist of a Youth City Council Mayor and up to 30 Youth City Council members appointed by the Mayor and confirmed by the City Council. The number of Youth Council members may be changed at any time by the Centerville City Council by amendment to the Youth City Council Charter.

### **TERM OF SERVICE**

The term of service for Youth City Council members shall consist of up to four years or upon graduation from high school. Vacancies shall be filled in accordance with the appointment procedures set forth herein for the remainder of the term. Past Youth City Council members may serve as an advisor but must be at least 18 years of age and not more than two at any time can be past alumni (one year term).



## **RESPONSIBILITIES AND AUTHORITY OF THE YOUTH CITY COUNCIL**

The responsibilities and authority of the Youth City Council is as follows.

1. To meet at least once per month, with a minimum of 12 meetings per year, to conduct business.
2. To recommend to the Centerville City Council, for its approval, amendments to the Youth City Council Charter.
3. To select one of its members as Mayor Pro-term to conduct business when the Youth City Council Mayor is absent.
4. To pass motions and resolutions as necessary by a majority vote. A majority vote is defined as one vote more than one-half of a quorum present at any meeting.
5. To carry out the purposes of the Centerville City Youth Council as outlined in the charter.
6. To plan civic improvement projects and other activities for the youth of this community, coordinating all such activities with the Mayor and Centerville City Council during an annual work session.
7. To maintain minutes of all meetings held and to give one formal annual report to the City Council.

## **LIMITATIONS OF YOUTH CITY COUNCIL AUTHORITY**

The follow limitations apply to Youth City Council authority.

1. The Youth City Council must have a quorum present in order to conduct business, which quorum shall consist of a majority of its members, excluding the Youth Mayor.
2. The charter and all amendments to the charter are to be approved by the Centerville City Council.
3. All activities are to be coordinated with the advisors. Advisors will receive approval from the Mayor, City Manager, or City Council, as needed.

## **RESPONSIBILITIES AND AUTHORITY OF THE YOUTH CITY COUNCIL MAYOR**

The responsibilities and authority of the Youth City Council Mayor include the following.

1. To plan meetings and activities with the advisor and conduct all Youth City Council Meetings.
2. To carry out the decisions of the Youth City Council.
3. To meet quarterly with the Centerville City Mayor and City Manager to provide for proper planning and coordination between the Centerville City Council and the Youth City Council.
4. To propose to the Youth City Council projects and plans designed to assist in the fulfillment of the purposes of the Youth City Council.
5. To vote only in the case of a tie.
6. To assign each Youth City Council member an area of responsibility.
7. The Youth City Council Mayor shall serve for a term of one year and may not be re-elected for a second term.

## **RESPONSIBILITIES AND AUTHORITY OF YOUTH CITY COUNCIL MEMBERS**

The responsibilities and authority of Youth City Council members include the following.

1. To attend Youth City Council meetings.
2. To carry out assignments of the Youth City Council.
3. To recommend to the Youth City Council ways in which the youth of the community could assist in making the City a better place to live.
4. Members will plan and carry out youth service projects for the community as needed.
5. The Youth City Council members shall serve for a term of two years, or until graduation from high school.
6. Youth City Council members may be assigned to serve on a City board or commission as a representative, but no voting power is awarded in such role.

## **YOUTH CITY RECORDER**

The Youth City Recorder must be a Youth City Council member and shall be appointed by the Youth City Council Mayor with the approval of the Youth City Council. The responsibilities and authority of the Youth City Recorder shall include the following:

1. To attend all Youth City Council meetings and take and maintain minutes of such meetings.
2. To carry out assignments of the Youth City Council.
3. To provide an annual report to the Mayor and City Council of all activities, projects, and service during the year.

## **YOUTH CITY TREASURER**

The Youth City Treasurer must be a Youth City Council member and shall be appointed by the Youth City Council Mayor with the approval of the Youth City Council. The responsibilities and authority of the Youth City Treasurer shall include the following:

1. Will monitor the funds of the Youth City Council.
2. Will give a financial report to the Youth City Council on a quarterly basis.
3. Will review financial records of the Youth City Council on or about May 1 of each year. A report of this review shall be provided to the Mayor and City Manager.
4. Will ensure that the expenditures of the funds of the Youth City Council are spent only for educational, charitable, cultural, and recreational purposes in order to enhance the community.
5. With input from the Youth City Council Advisor and Youth City Council, the Youth City Treasurer will submit a budget to be approved by City Council.
6. Expenditures will be reviewed by Advisor.
7. Fundraisers will be done according to City policy. All funds will be given to the City Treasurer.

## **ROLE OF YOUTH CITY COUNCIL ADVISORS**

The Youth City Council shall have up to two advisors. Advisors will attend Youth City Council meetings and generally become involved in the advisory role and in all Youth City Council projects. In addition, advisors will specifically provide leadership in the area of activities and the Mayor will provide leadership in the area of politics and government. Advisors shall be appointed by the Mayor and confirmed by the City Council. Assistant advisors may be appointed by the Mayor and confirmed by the City Council, as needed.

## **QUALIFICATIONS TO SERVE ON THE CENTERVILLE CITY YOUTH COUNCIL**

The following qualifications apply to serve on the Youth City Council.

1. Must be a resident of Centerville City.
2. Must be at least in the ninth grade and not yet completed the senior year or graduated from high school.
3. Must have a clear police record except for minor traffic violations.
4. Must be available and willing to donate up to 10 hours per month for the Youth City Council responsibilities.
5. Must perform at least 25 hours of service per year outside of Youth City Council.

## **REQUIREMENTS TO REMAIN ON THE CENTERVILLE CITY YOUTH COUNCIL**

Requirements to remain on the Youth City Council include the following.

1. Remain a resident of Centerville City.
2. Attend at least 80% of all Youth City Council meetings. Having four unexcused absences will result in forfeiting the member's term and being replaced by an alternate to serve the remaining term of office. An absence may be considered excused by reporting to Youth City Council Mayor or advisor at least 48-hour advance notice.
3. Fulfill the responsibilities of the office held.
4. Set proper example for the youth of the community,
5. A member of the Youth City Council can be removed from office upon violation of one or more of the above criteria. The removal of a member is to be done by the Youth City Council Mayor and the Youth City Council advisors.

## **BECOMING A YOUTH COUNCIL CANDIDATE OR FILLING VACANCIES**

Each youth seeking to become a member of the Centerville Youth City Council will be required to fill out an application for the position he/she is seeking. All candidates must meet the requirements to serve on the Centerville Youth City Council, as stipulated above. Applicants will

be interviewed and chosen by the Youth City Council Advisors and a panel consisting of Youth City Mayor and Youth City Council.

## **RULES FOR YOUTH CITY COUNCIL**

The following rules shall apply to Youth City Council meetings.

1. You must be responsible for knowing the meeting dates and times. You will not be given a reminder call, except for special meetings.
2. Meetings and scheduled volunteer time must be attended or excused 48 hours prior to the event.
3. After four unexcused absences, you will be released from your term and an alternate will finish the term.
4. The only excuses for missing meetings are major family activities, school functions, or sickness. If in question, always ask.
5. It is your responsibility to call your excused absences into the Youth City Council Mayor or an advisor.
6. In this position, you represent Centerville City. Be respectful and friendly to all youth, peers, and elders. Help when needed.
7. Be on time.
8. If for any reason during the school year you cannot complete your term due to an overload of school activities or home situations, please be up front so we can call in an alternate who can fill the position.
9. When you schedule your time on a project, it is up to you to keep that schedule. Telling another council or committee member that you cannot make it will not be sufficient.
10. All local, state, and federal laws should be obeyed.
11. The Centerville Youth City Council Charter needs to be read and understood. We will give you a copy at our first meeting.
12. Let's have a great year!