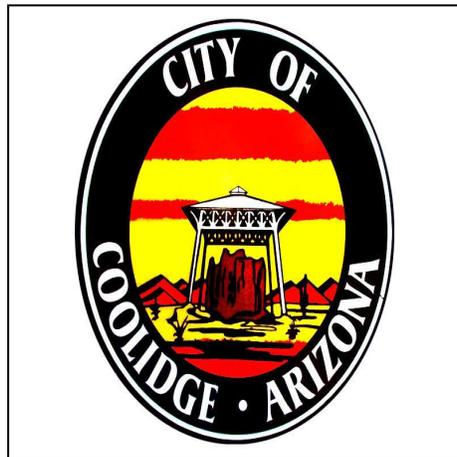


City of Coolidge Youth Council Guide



Youth Council

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City of Coolidge Youth Council Application

The Vision for the City of Coolidge Youth Council is to empower caring youth dedicated to Personal development and leadership. If you are interested in applying for membership to the council, please complete the following application. Applicants must be a resident of the city or surrounding areas and be of age 13 through 18. 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 City of Coolidge Youth Council. You Council members must be able to Adhere to the attendance requirements for the bi-monthly meetings.

Name: _____ Age: _____

School: _____ Grade: _____

Home Address: _____ Zip: _____

Home Address: _____

Home Phone: _____

Cell Phone: _____

E-mail: _____

Parent/Guardian: _____

Parent/Guardian E-mail: _____

The City of Coolidge does not discriminate based on race, ethnicity, sex, creed, national origin or disability. It is requested to facilitate the City of Coolidge goal of assembling a diverse group and possible federal grant opportunities. Omitting this information will not affect your application.

(Optional)

Race or ethnic group: _____ American Indian: _____ African American: _____

Asian: _____ Middle Eastern: _____ Hispanic: _____ Other, please specify: _____

Gender: Female _____ Male _____ Birth Date: _____

Were you asked to apply for this position? _____

If yes, by whom? _____

Organization: _____

Why do you want to serve as a member of the Coolidge Youth Council? (Please feel free to add a sheet of paper; 300-500 word limit)

What are the three most important issues to you concerning your neighborhood, school, and/or community?

1. _____
2. _____
3. _____

In what ways can the Youth Council benefit the City of Coolidge and the community?

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 make a difference in our city? Yes: _____ No: _____

Please list two adult references (non relatives) with phone numbers. We require one of the references to be from school based personnel and the other from a community member that knows you.

1. Name of reference: _____
Title: _____
Address: _____
Phone Number: _____
E-mail: _____
2. Name of Reference: _____
Title: _____
Address: _____
Phone Number: _____
E-mail: _____

I have read and understand the commitment required for the City of Coolidge 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 City of Coolidge Youth Council.

Signature of Parent/Guardian: _____

Date: _____

Emergency Contact: _____ Relationship: _____

Emergency Telephone number: _____ Emergency Cell number: _____

Deadline to Apply: _____

Return to:

Coolidge Parks and Recreation Department
C/O Coolidge Youth Council
660 S. Main St.
Coolidge, Arizona 85128

Oath of Office for Youth Council Members

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 Arizona, not inconsistent therewith, that I will observe and obey the laws and ordinances of the City of Coolidge, Arizona; that I will faithfully perform and discharge the duties incumbent upon me as member of the City of Coolidge Youth Council fairly and honestly and to the best of my skill and ability so help me GOD.

This is the _____ day of _____ in the year _____

City of Coolidge Youth Council By-Laws

Article I

Membership

Section I - Representation

The City of Coolidge Youth Council shall seek in its membership a diverse representation of the Community. All local high school students as well as students attending schools outside the city limits may be actively recruited.

Section 2 - Goals and Purposes

The Youth Council will serve as a link between the youth of the City of Coolidge, the greater Community and the City Council. They will be responsible for teen interaction and communication between youth and adults to improve the opportunities to increase teen activities, engagement and enhance leadership skills among teens in Coolidge.

Section 3 - Membership Qualifications

All members must live within the city limits of the City of Coolidge, the City of Coolidge planning area, Gila River Indian Community and must be between age 13 through 18. Members shall have at least a 2.00 GPA.

Section 4 - Term Limits

A successful term would be one year, but students may stay on the council until graduating high school or they reach 19 years old.

Section 5 - Appointment of Members

Members of the City of Coolidge Youth Council shall be appointed by the Mayor and Members of City Council through an application process. The Mayor and Members of City Council will have the right to each select one appointee from the application pool and one alternate. These selections will represent their respective councilmember to the best of their ability.

Section 6 - Orientation

Members of the City of Coolidge Youth Council will be required to attend a mandatory orientation/training meeting once they have been appointed to the group.

Section 7 - Conduct

Each member of the City of Coolidge 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 grounds for dismissal from the Youth Council.

Section 8 - Code of Ethics

Each member of the City of Coolidge Youth Council must abide by any and all Code of Ethics Policies adopted by Mayor and City Council for elected and appointed officials.

ARTICLE II

OFFICES

Section I - Offices

The Youth Coordinator shall serve as temporary chair for purposes of presiding over the election of the City of Coolidge Youth Chairperson. City of Coolidge Youth Council shall elect from its members a Chairperson, Vice Chairperson, and Secretary. The candidate receiving a majority vote of the City of Coolidge 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 City of Coolidge Youth Council and shall be charged with the administration of the affairs of the Youth Council with assistance from the Recreation Department. The Chairperson shall perform such other duties as provided by these by-laws or by rule of the City of Coolidge 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 or by request of the Chair.
- c. The Secretary shall determine a quorum for the meeting take meeting notes. The Secretary shall conduct the roll call at the start of the meeting. The Secretary shall preside at the meetings of the City of Coolidge 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 Youth Council members present.

Section 4 - Vacancies of Officers

The term of all officers provided for the 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 City of Coolidge Youth Council shall be elected at the first Youth Council meeting each year.

Section 5 - Vacancies of Officers

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

ARTICLE III

MEETINGS

Section I - Regular Meetings

Regular meetings of the City of Coolidge Youth Council shall be held at least once a month at a day and time set by Youth Council members. The principal meeting place of the Youth Council shall be at the Coolidge Youth Center. 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, the Youth Coordinator 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 Arizona Open Meeting Law. This notice shall include posting on the City of Coolidge's official website.

Section 2 - Special Meetings

Special meetings may be called upon the request of the Chairperson and approval of the Youth Council Coordinator. 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 Youth Coordinator shall notify every member of the Youth Council via electronic mail or by telephone. Subjects other than those stated in the notice shall be considered at the special meeting.

Section 3 - Open Meetings

All meetings of the City of Coolidge Youth Council shall be open to the public and be subject to all requirements of the Arizona's Open Meeting Laws.

Section 4 - Quorum

The presence of the majority of the entire membership of the City of Coolidge 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 City of Coolidge 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. Roll Call
- c. Approval of the minutes of the previous meeting
- d. Call to the Public
- e. Matters for consideration
- f. Adjournment

Section 7 - Recordings of Meetings

The proceedings of the Youth Council shall be recorded by representatives of the Community Service Department. 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 responsible for any unprofessional conduct will be excused from the rest of the meeting and reported to the Youth Coordinator. As a result of three excuses the member will be terminated. A student may lose eligibility under the Conduct of members for any of the following behaviors but not limited to:

- Possession, use, or purchase of tobacco products
- Possession, use, or purchase of alcoholic beverages, including beer and wine (“use” included having the order of alcohol on one’s breath);

- Possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, including minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- Inappropriate or offensive conduct such as fighting, hazing or harassment of others, or insubordination - talking back or refusing to cooperate with staff to the point that a City of Coolidge staff member is involved at the scene or law enforcement is called to deal with the situation.
- Posting inappropriate or offensive material on a social media website (i.e. MySpace, Twitter, Facebook, YouTube, etc.) that would be accessible to the general public.

Section 9 - Attendance

Attendance at regular Youth Council meetings is expected from all members. Coming to Meetings on time is also expected. If a member cannot attend due to sickness or for a duly Authorized reason like a previous commitment, the member shall notify the Youth Coordinator Who shall notify the Chair of the City of Coolidge 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 City of Coolidge who has missed 75% of required meetings and 50% of sanctioned events (excused or Unexcused) shall be reported back to their City Council representative.

ARTICLE IV

ROLE OF THE CITY OF COOLIDGE CITY COUNCIL

Section I - Role of City Council

The City of Coolidge City Council shall receive recommendations from the City of Coolidge Youth Council . The City of Coolidge City Council shall provide support staff to the City of Coolidge Youth Council to assist them in carrying out their duties. The City Council shall communicate upcoming issues to the City of Coolidge Youth Council so they may respond accordingly. City of Coolidge City Council preserves the right to amend or disband the Youth Council at any time.

ARTICLE V

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 a majority 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 City of Coolidge City Council in order to take effect.

ARTICLE VI

REWARDS AND RECOGNITION

Section I - Rewards and Recognition

The Coolidge City Council will reserve the right to determine an appropriate method for recognizing successful participation in the Coolidge Youth Council. A decision will be made at the end of each appointee's annual term to determine how they will be recognized for their hard work and dedication. Representatives of the Community Service Department will work with the Mayor and members of City Council to determine proper recognition that aligns with all current City policies and procedures.

CITY OF COOLIDGE YOUTH COUNCIL MISSION STATEMENT

Mission Statement for City of Coolidge Youth Council

Youth Council members will be empowered to create and revise the mission statement each year.