

HERRIMAN CITY YOUTH COUNCIL CHARTER

Article I: Name and Purpose

NAME:

The name of this organization is the Herriman City Youth Council, hereinafter designated as the “Youth Council.”

MISSION STATEMENT:

Work as a force for good within Herriman.

PURPOSE:

1. To develop mature citizenship, leadership, a sense of personal achievement, and an understanding of government through active participation in that system.
2. To serve the community of Herriman by:
 - Planning and implementing social, educational, and community service activities in the city.
 - Fostering good citizenship through education and example.
 - Helping local officials solve problems and accomplish the goals of the community.

Article II: Members

OPPORTUNITIES FOR MEMBERS OF THE YOUTH COUNCIL MAY INCLUDE:

1. Meeting with the Mayor, members of the City Council, and the City Manager.
2. Attending Elected Officials Day at the Utah State Capitol.
3. Learning staff responsibilities, with the opportunity of being mentored by elected officials and City employees.
4. Studying past, current, and future issues affecting the city.
5. Learning the impact of media and involvement in the community.
6. Touring various public facilities.
7. Attending special activities.
8. Receiving a \$100 “educational” scholarship, deposited into an accredited 529 plan such as the Utah Education Savings Plan Trust, from the City. Youth Council members who successfully complete four terms will be awarded an additional \$100 toward the educational scholarship.
9. Making reports to the City Council, with recommendations on issues.

Special activities for the Youth Council, including conferences, workshops, and scholarships, require Youth Council members to have 80% attendance at both Youth Council meetings and service opportunities at City events for the current term.

All opportunities and events, including scholarships, are contingent on the Herriman City Council's adopted budget.

TERMS:

A term on the Youth Council, barring removal or resignation, is from July 1 of the current year to June 30 of the next year. Members may serve multiple terms but must reapply each year.

SELECTION:

Members of the Youth Council shall be determined by a selection committee. The Committee is comprised of the Youth Council Advisors and others as chosen by the Advisors. The Committee chooses members based on character, commitment, and a desire to serve through an application and interview process.

REQUIREMENTS TO APPLY TO THE YOUTH COUNCIL:

1. Be a current resident of Herriman City.
2. Be in 9th to 12th grade or of equivalent age by the first day of the term.
3. Youth and their parent/guardian must sign a document agreeing to and being subject to this charter including the Code of Conduct in Article V.
4. Submit an application and interview with the Selection Committee.

REQUIREMENTS FOR EACH TERM:

1. Abide by this Youth Council charter.
2. Attend at least one City Council, one Planning Commission, and one other Herriman committee meeting.
3. Create a Legacy Project that meets the following criteria:
 - A notable, lasting service project benefiting the community
 - Approved by the advisors
 - Not performed in conjunction with any other organization
 - Individual or completed by a team with a maximum of five Youth Council members
 - Present the outcome and impact of the project to the Herriman City Council or Advisors

REMOVAL:

Youth Council members who choose to serve on the Youth Council must be motivated to serve, learn, and lead and abide by the terms of the Code of Conduct in Article V. Youth Council members who do not fully embrace the spirit of this opportunity, whose conduct is unbecoming of a representative of Herriman City, or who violate the requirements as set forth in the Code of Conduct - as determined by the Advisors in consultation with Youth Council members and City staff - shall be removed from the Youth Council. Dismissal will result in the loss of any stated benefits and opportunities.

SWEARING IN:

Selected Youth Council members shall be sworn in at the first City Council meeting following the selection process. The City Recorder shall administer the same Oath of Office as the City Council members.

*Article III: Meetings***REGULAR MEETINGS:**

The Youth Council shall meet at the Herriman City Hall on the second Thursday of each month from 4:00 to 5:30 PM unless the time and location have been altered by the Advisors and notification has been given to all members. Meetings are to set the priorities of the Youth Council, plan events, vote on resolutions and motions, educate members on current issues, learn about local government, and conduct any other business.

The City Recorder shall give public notice of the meeting in accordance with the requirements set in the Open and Public Meetings Act.

SPECIAL MEETINGS:

Additional meetings may be called for by the Youth Council for the purpose of an educational opportunity, planning of a special event, or otherwise. Meetings of various committees may also be scheduled as appropriate.

VOTING AND QUORUM:

Motions and resolutions may be passed as necessary by majority vote with a quorum. A majority vote is one vote more than one half the voting members who are present. A quorum is more than one half of the total Youth Council membership.

Amendments to this charter, as necessary, shall be passed with a $\frac{2}{3}$ vote by the Youth Council, and a majority vote by the Herriman City Council.

*Article IV: Positions***ORGANIZATION:**

The Youth Council must consist of two adult advisors, and a youth Mayor, Mayor Pro Tempore, City Manager, Recorder, and Director of Finance, and may consist of a Director of Events, Director of Operations, Director of Communications, and such other officers and positions as the Youth Council may determine from time to time.

ADVISORS:

The Advisors for the Youth Council are a member of the City Council as approved by the Herriman City Council and a Herriman City employee appointed by the Herriman City Manager. The Advisors approve activities and events and are the authority of the Youth Council. The

Advisors also co-chair the Selection Committee and are members of the Executive Council. All positions on the Youth Council are appointed by the Advisors. More Advisors, as deemed necessary, may be added with the consent of the Herriman City Council.

ALL COUNCIL MEMBERS:

1. Carry out assignments of the Youth Council.
2. Attend Youth Council meetings.
3. Be regular voting members of the Youth Council.
4. Identify Youth Council goals and objectives, including a plan to achieve those goals within the Youth Council term of office.
5. Attend, contribute, and participate in designated City events.
6. Serve in Youth Council positions appointed by the Advisors.

EXECUTIVE COUNCIL:

The Executive Council is comprised of the youth Mayor, Mayor Pro Tempore, City Manager, Director of Events, Director of Operations, Director of Communications, and Recorder. The Executive Council determines the agenda for the main meetings and may be part of the Selection Committee if asked by the Advisors. Youth Council members must have served at least one term previously to be considered in positions that make up the Executive Council, except if the Advisors have determined otherwise. Executive Council members must have 80% attendance in any given two months throughout the term. If not, the other Executive Council members and Advisors may choose to replace the person's position on the Executive Council.

MAYOR:

1. Be the chair of the Youth Council and Executive Council meetings and preside at Youth Council meetings.
2. Facilitate discussion and determination of Youth Council goals and objectives.
3. Propose to the Youth Council plans and projects designed to assist in the fulfillment of the purposes of the Youth Council.
4. With the Executive Council and Advisors, create agendas for Youth Council meetings.
5. Meet periodically with the Advisors and elected officials to provide for proper planning and coordination between the City Council and the Youth Council.
6. Update the Herriman City Council periodically at a City Council meeting.

MAYOR PRO TEMPORE:

1. Assist the Mayor in his/her role.
2. Perform the duties of the Mayor in the event of the Mayor's absence, disability, or refusal to act.

CITY MANAGER:

1. Operationalize the decisions made by the Youth Council.

2. Schedule and coordinate any appropriate leadership training in coordination with the Advisors.
3. Oversee the Directors and Recorder.

DIRECTOR OF EVENTS:

1. Plan special projects.
2. Coordinate with the City Events department to schedule Youth Council members at City events.
3. Oversee the Events and Service Managers.

DIRECTOR OF OPERATIONS:

1. Schedule Youth Council members and operations specialists to accomplish special projects as assigned by the City Manager.
2. Oversee the Operations Specialists and Director of Finance.

RECORDER:

1. Create the Youth Council meeting agenda with the Executive Council.
2. Take and maintain minutes of all Youth Council meetings.
3. Present a copy of the minutes to the City Recorder for public record and distribute electronically to all members of the Youth Council.
4. Keep a record of the Youth Council minutes and agendas.
5. Oversee the Deputy Recorder.

DIRECTOR OF COMMUNICATIONS:

1. Serve as the Public Information Officer for the Youth Council.
2. Partner and maintain relationships with schools, businesses, and organizations in Herriman.
3. Oversee the Communications Specialists.

EVENTS MANAGER:

1. Schedule Youth Council members for the City events.
2. Recommend and organize service and special projects.

SERVICE MANAGER:

1. Assist members in planning and carrying out their Legacy Projects and ensure completion.
2. Look for and coordinate service opportunities in the community.

OPERATIONS SPECIALISTS:

1. Represent the Youth Council on other Herriman City committees.
2. Perform specific assignments to achieve the Youth Council goals.

DIRECTOR OF FINANCE:

1. Obtain the Youth Council budget and expenditure updates from the City Director of Finance.
2. Ensure expenditures align with the Youth Council's goals and are recorded.
3. Recommend and organize fundraising activities, write grants, and perform other duties related to gaining funds required to achieve the goals of the Youth Council.

DEPUTY RECORDER:

1. Track the attendance of Youth Council members at Youth Council meetings and City events.
2. Acquire and track hours rendered doing service from Youth Council members for use in presentations and accountability.
3. Carry out voting procedures.

COMMUNICATION SPECIALISTS:

1. Write, or solicit contributions to, and edit a monthly article for the City newsletter.
2. Develop printed brochures or fliers for service projects, recruiting, and fundraising activities.
3. Reach out to schools, businesses, other Youth Councils, and other organizations as needed to achieve the Youth Council goals.
4. Manage the Youth Council social media pages and website as directed by the Advisors.
5. Represent the Youth Council at middle and high schools.

COMMITTEES:

The Youth Council may create committees to assist in carrying out their plans, goals, and projects. The creation of a committee is subject to the Advisors.

Article V: Code of Conduct

Youth Council members must use clean, respectful language with other Youth Council members, Advisors, City staff, guest facilitators, and city residents. Youth Council members must be attentive during meetings and trainings, exhibit good work ethic during service opportunities, and cooperate with the Advisors, City staff, and guest facilitators. Youth Council members must obey City ordinances and all other applicable laws and uphold the standards of good citizenship.

Youth Council members are expected to be present when assigned unless arrangements are made in advance with Advisors.

Dress, grooming, and overall appearance should be neat and show respect befitting a representative of the City as a member of the Youth Council. Jordan School District dress and grooming guidelines will generally apply, though a more professional dress code may be indicated for certain

events.

Cell phones, laptops, and other electronic devices are permitted during Youth Council meetings and events; however, their use should be limited and not become a distraction to a Youth Council member's participation. At no time will the City be responsible for theft, loss, or damage to Youth Council member's electronic devices.

Parents or legal guardians of the Youth Council applicant are required to agree to and sign the Consent and Medical Release and Media Release forms, both approved by the City Attorney.

Article VI: Conformity

LIMITATION OF THE YOUTH COUNCIL AUTHORITY:

1. The Youth Council may only approve motions and resolutions if a quorum is present and voted on with a majority vote.
2. The Youth Council shall conduct business as set forth in an agenda.
3. All activities and agendas must be approved by the Advisors.
4. The Youth Council shall not have the authority to bind the City or impose any condition on the City or its citizens.

All the powers, authority, duties, and activities of the Youth Council, its members, and officers, shall be exercised or carried out only in conformity with this charter, and all applicable laws, ordinances, and regulations of the City of Herriman, the State of Utah, and the United States of America.

BUDGET:

The Youth Council budget is dictated by the budget adopted by the Herriman City Council. All expenditures must be approved by the Advisors.

Some Youth Council activities require the City to prepay costs for meals and travel expenses. If the City accepts a reservation from a member of the Youth Council, provides a firm count and payment, and the Youth Council member does not attend the event for any reason, the Youth Council member an/or parent/guardian must reimburse the City the full cost of the function.