



## Takoma Park City Council Meeting – September 6, 2017 Agenda Item 3

### **Work Session**

Discussion of Forming a Youth Council

### **Recommended Council Action**

Discuss proposed Youth Council Charter.

### **Context with Key Issues**

The City Council will be discussing a proposed charter to establish a Takoma Park Youth Council. Takoma Park Middle School teacher, Mr. Bryan Goehring, has been working with young people to develop the charter. As structured, nine young people from grades seven through twelve would be appointed by the City Council to one-year terms on the Youth Council. One member would be appointed from each of the six wards; three members would be appointed at large.

A resolution establishing the Youth Council has been scheduled for September 20.

### **Council Priority**

A Livable Community for All

### **Environmental Impact of Action**

N/A

### **Fiscal Impact of Action**

To be determined.

### **Racial Equity Impact of Action**

We do not believe this action will disproportionately impact any particular group. It may provide an opportunity for young people of color to become actively involved with City government.

### **Attachments and Links**

Draft Youth Council Charter

# **Takoma Park Youth Council Charter (Revision 4 – 8/27/17)**

## **A. PURPOSE:**

1. The Takoma Park Youth Council (TPYC) is established by the City Council:
2. To provide an opportunity for the youth of Takoma Park to acquire a greater knowledge of and appreciation for local government through active participation in the system.
3. To help the Takoma Park Mayor and Takoma Park Youth Council City Council to solve the problems and accomplish the goals of this community by working directly with the representatives of the youth.
4. To serve the youth of Takoma Park by:
  - a. Informing the Takoma Park municipal government of the needs and wishes of the youth.
  - b. Planning and implementing social, educational, cultural and recreational activities for the youth.
  - c. Working with the Mayor, City Council, City Department Heads, Schools, Chamber of Commerce, Civic Clubs and Service Organizations to provide service and leadership opportunities for the youth of the City.
  - d. To instill a feeling of positive self-worth and esteem. To teach respect for the rights and property of others. To promote community pride.

## **B. YOUTH COUNCIL MEMBERSHIP**

1. The Youth Council shall consist of nine Takoma Park youth residents appointed by the
  - a. Takoma Park City Council:
  - b. One member shall be appointed from each ward to represent that ward
  - c. Three members shall be appointed at large
  - d. The Takoma Park City Council will select one of the nine members to serve as “Leader”
  - e. The minimum grade level for membership shall be 7th grade.
  - f. The minimum grade level for the “Leader” shall be 11th grade.
  - g. The term for each member will be one year. Members will be eligible to re-apply if they still meet all the requirements.
2. While serving on the Youth Council, members must:
  - a. Remain residents of Takoma Park and the ward they represent.
  - b. Attend at least 75 percent of all Youth Council meetings.
  - c. Maintain at least a 2.0 grade point average in school.
  - d. Be in 7<sup>th</sup> thru 12<sup>th</sup> grade.
  - e. Fulfill the responsibilities of the office held.
  - f. Set a proper example for the youth of the community.
3. Removal from Office:
  - a. A member of the Youth Council can be removed from office upon violation of one or more of the above criteria and by a majority vote of the Youth Council, subject to final approval by the Takoma Park City Council.
4. Vacancies

- a. Vacancies shall be filled for the remainder of the unexpired term. Residents seeking to fill a vacancy shall complete the standard application.

C. APPOINTMENT PROCESS

1. An application for appointment will be distributed to all potential members during the first week of the school year.
2. Applications will be completed and submitted to the Takoma Park City Clerk no later than September 30.
3. The Takoma Park City Council will review applications and select members to be included in an appointment resolution by October 15.
4. The appointment resolution will be scheduled for adoption at the last Takoma Park City Council meeting in October.

D. OATH OF OFFICE

Youth Council members will be sworn in by the Mayor at the first City Council meeting in November. In an election year, Youth Council members will be sworn in when the newly-elected Mayor and Council members take office.

E. DUTIES AND RESPONSIBILITIES OF THE TAKOMA PaRK YOUTH COUNCIL

1. To meet monthly to conduct business.
2. To present and recommend to the Takoma Park City Council modifications to this Charter as needed
3. Four members of the Takoma Park Youth Council must be present to conduct a meeting.
4. A majority vote of the Takoma Park Youth Council is required to pass motions and resolutions. A majority vote is one vote more than one half the voting members. No modifications can be made unless 4 of the 6 voting members are present.
5. To carry out the Purposes of the Takoma Park Youth Council as outlined in this charter and designated by the Takoma Park City Council.
6. To plan activities for the youth of the community, coordinating all such activities with the Takoma Park Youth Council Advisor.

F. LIMITATIONS OF THE YOUTH CITY COUNCIL

1. The Takoma Park Youth Council must have a quorum in order to conduct business. A quorum is a one more than half.
2. The charter and all amendments to the charter are to be approved by the Takoma Park Mayor and Takoma Park City Council.
3. The agendas of all Takoma Park Youth Council meetings are to be posted publicly at least two (2) days in advance of each meeting.
4. All activities are to be coordinated with the Takoma Park Youth Council Advisor and Mayor.

G. RESPONSIBILITY AND AUTHORITY OF THE YOUTH COUNCIL (LEADER)

1. To prepare meeting agendas in coordination with the membership and chair all Takoma Park Youth Council meetings.

2. To carry out the decisions of the Takoma Park Youth Council.
3. To meet periodically with the Takoma Park Mayor and members of the Takoma Park City Council to provide for proper planning and coordination between the Takoma Park City Council and the Takoma Park Youth Council.
4. To propose to the Takoma Park Youth Council plans and projects designed to assist in the fulfillment of the purposes of the Takoma Park Youth Council.
5. To assign each Takoma Park Youth Council member areas of responsibility.

#### H. GENERAL RESPONSIBILITIES

1. TPYC members with focus on areas designated by the Takoma Park City Council as well as areas they deem important to the needs of youth.
2. TPYC members will also be given the opportunity to sit in on some of the other Takoma Park City Council Committee meetings.
3. TPYC members will bring forth issues of concern in their respective wards that need to be discussed and addressed.

#### I. TAKOMA PARK YOUTH CITY RECORDER (Communications Officer)

1. This Takoma Park Youth Council member shall be appointed by the Takoma Park Youth Council Leader with the approval of the Takoma Park Youth Council
2. The responsibility and authority of the Takoma Park Youth Council Recorder shall include the following:
  - a. Attend all Youth City Council meetings and take and maintain minutes of said meetings.
  - b. To carry out assignments of the Youth City Council.
  - c. To have all Takoma Park Youth Council records reviewed by the City Recorder every July and January.

#### J. TAKOMA PARK YOUTH COUNCIL ADVISOR

1. The Takoma Park Youth Council shall have at least one advisor.
2. The Takoma Park Youth Council Advisor will be a volunteer interested in assisting students in becoming more involved the operations of the Takoma Park City government.
3. The advisor should submit a letter of interest to the Takoma Park City Council who will then approve the volunteers position. Please note that there could be multiple advisors.
4. The advisor will attend Youth Council meetings and become involved, in the advisory role, in all Youth Council activities.

#### K. REQUIREMENTS TO SERVE ON THE YOUTH COUNCIL

1. Must be a resident of the city of Takoma Park
2. Must be in 7<sup>th</sup> to 12<sup>th</sup> grade.
3. Must be at least in the seventh (7th) grade
4. Must be at least in the eleventh (11th) grade to serve as “Leader” of the Youth City Council.