COTTONWOOD HEIGHTS

RESOLUTION NO. 2012-09

A RESOLUTION APPROVING AN AMENDED AND RESTATED CHARTER FOR THE COTTONWOOD HEIGHTS YOUTH CITY COUNCIL

WHEREAS, sections 2.140.301 through .306, inclusive, of the COTTONWOOD HEIGHTS CODE OF ORDINANCES (the "*Code*") establishes the Cottonwood Heights Youth City Council (the "*YCC*") and the rules and regulations governing the YCC; and

WHEREAS, section 2.140.305(A) provides that the YCC may adopt, and submit to the city council (the "*Council*") of the city of Cottonwood Heights (the "*City*") for approval, policies and procedures (a "*Charter*") to govern the YCC's internal affairs; and

WHEREAS, the YCC and the Council heretofore have adopted and approved a Charter, as previously amended, for the YCC; and

WHEREAS, the YCC recently adopted a proposed amended and restated Charter (the "*New Charter*") to replace its current Charter, and submitted the New Charter to the City's manager (the "*Manager*") and Council for approval as required by Code section 2.140.305(B); and

WHEREAS, the Manager has approved the New Charter; and

WHEREAS, the Council met in a regular meeting on 13 March 2012 to consider, among other things, approving the New Charter; and

WHEREAS, after careful consideration, the Council has determined that it is in the best interests of the health, safety and welfare of the citizens of the City to approve the attached New Charter for use by the YCC;

NOW THEREFORE, BE IT RESOLVED by the Cottonwood Heights city council that the attached New Charter be, and hereby is, approved for use by the YCC.

This Resolution, assigned no. 2012-09, shall take effect immediately upon passage.

PASSED AND APPROVED this 13th day of March 2012.

COTTONWOOD HEIGHTS CITY COUNCIL

By _____
Kelvyn H. Cullimore, Jr., Mayor

ATTEST:

Linda W. Dunlavy, Recorder

VOTING:

Kelvyn H. Cullimore, Jr.	Yea ✓	Nay ___
Michael L. Shelton	Yea ✓	Nay ___
J. Scott Bracken	Yea ✓	Nay ___
Michael J. Peterson	Yea ✓	Nay ___
Tee W. Tyler	Yea ✓	Nay ___

DEPOSITED in the office of the City Recorder this 13th day of March 2012.

RECORDED this 14 day of March 2012.

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Cottonwood Heights Youth City Council Charter

GOALS

The goals of the Youth City Council (sometimes, the "*YCC*") of the city of Cottonwood Heights (sometime, the "*city*") are to:

- Educate the youth of the city in governmental affairs;
- Provide opportunities for meaningful service;
- Promote unity and friendship among the youth of the city; and
- Assist the city in activities and issues pertaining to the youth.

PURPOSES

The Youth City Council exists:

1. To provide an opportunity for the youth of Cottonwood Heights to acquire a greater knowledge of and appreciation for the municipal political system through active participation in that system.
2. To help the Mayor and City Council to solve the problems and accomplish the goals of the community by working directly with the representatives of the youth.
3. To serve the youth of Cottonwood Heights by:

a. Informing the Cottonwood Heights municipal government of the needs and wishes of the youth.
b. Planning and implementing social, educational, and community service activities for the youth of the city.
c. Providing service and leadership opportunities for the youth of the city.
d. Fostering good citizenship through education and example and through community pride.

ORGANIZATION

The Youth City Council shall consist of a Youth Mayor, seven Youth City Council Executive Council (YCCEC) members who are members of the Youth City Council and additional youth to serve as council members and committee members under the executive council.

DUTIES AND RESPONSIBILITES OF THE YOUTH CITY COUNCIL

1. To meet at least twice monthly to conduct business.
2. To develop and adopt, by two-thirds vote, a Youth City Council Charter.
3. To modify this charter as needed by a two-thirds vote.
4. To present to the Mayor and City Council this charter and all amendments for their approval.
5. To pass motions and resolutions as necessary by a majority vote. A majority vote is defined as one vote more than one half of the voting members who are present.
6. To carry out the purposes of the Youth City Council as outlined in this charter.
7. To plan activities for the youth of the community, coordinating all such activities with the Youth City Council Advisors.
8. To vote on the elected members of the executive council.

LIMITATIONS OF THE YOUTH CITY COUNCIL AUTHORITY

1. The Youth City Council must have a quorum in order to conduct business. A quorum is defined as one more than half of all YCC members.
2. The charter and all amendments to the charter are to be approved by the Youth Council Mayor and Youth City Council.
3. The agendas of all Youth City Council meetings are to be posted publicly in accordance with Utah State Law.
4. All activities are to be coordinated with the Youth City Council Advisors.

DUTIES OF THE YCCEC (EXECUTIVE COUNCIL)

1. To organize committees from the general membership to assist the Executive Council members as needed.
2. To select one of the Executive Council members to act as temporary Youth Council Mayor (Mayor Pro Tem) when the Youth Mayor is absent.

RESPONSIBILITY AND REQUIREMENTS OF THE YOUTH CITY COUNCIL MAYOR

1. To supervise the duties and activities of the YCC.
2. To supervise the duties and activities of the Executive Council.
3. To conduct YCC meetings and set agendas for meetings in conjunction with the YCC Advisors.
4. To coordinate with other members of the Executive Council in the planning and execution of all YCC activities.
5. To work closely with the YCC Advisors in conducting YCC business and activities.
6. To act as liaison and primary contact with Mayor, City Council, other Youth Councils and citizen groups.
7. To carry out all decisions of the Youth City Council.
8. To vote only in the event of a tie.
9. To assign each Youth City Council member areas of responsibility.
10. To act as a Deputy for the Treasurer when needed.
11. To attend as Planning Commission Representative when needed.
12. To interview applicants for Youth City Council or Executive Council.
13. The Youth City Council Mayor must be a junior or senior in high school.
14. The Youth City Council Mayor is an elected position.

RESPONSIBILITY AND REQUIREMENTS OF OTHER YCC OFFICERS

<u>YCC Recorder</u>

1. To attend YCC meetings, take attendance, and keep a record of proceedings.
2. To compile and publicize the agenda for all YCC meetings at least 24 hours prior to the scheduled meetings and to provide copies of the agenda at the meetings.
3. To appoint, with approval from the Youth City Council Mayor, a Deputy Recorder to fulfill the Recorder's duties if the Recorder is absent.
4. To account for the filing, security and maintenance of YCC records.
5. To be responsible for the planning and oversight of the election process in selecting elected members of the Executive Council.
6. To provide administrative support to the YCC mayor.
7. To keep the YCC Mayor and YCC Advisors updated on activities and issues regarding the duties of the Recorder.
8. To formally report any injuries, emergencies etc. during YCC events to YCC Advisor or City Council Liaison.
9. To monitor all members' attendance according to the YCC attendance policy and inform the executive council of any members who are not meeting attendance requirements.

10. To call members who have unexcused absences to remind them of the attendance policy and invite them to come to the next meetings within two days of the missed meeting.
11. The YCC Recorder is an appointed position.

YCC Treasurer
1. To be responsible for directing, managing, supervising and coordinating YCC budget-related items.
2. To provide oversight and management of the YCC budget, including ensuring that receipts and documentation for reimbursement is correct.
3. To keep the YCC Mayor advised and updated on budget-related issues of the YCC.
4. To coordinate all fund-raising activities of the YCC.
5. To be responsible for the collection of monies, payment of YCC bills and reimbursement for authorized expenditures of YCC members.
6. To keep the YCC Mayor and YCC Advisor updated on activities and issues regarding the duties of the YCC Treasurer.
7. Monitor City Budget Amendments with City Treasurer to ensure YCC budget needs are met.
8. The YCC Treasurer is an appointed position.

YCC Service Officer
1. To be Chair of the Service Committee.
2. To be responsible for the planning and conducting of service-oriented activities for the YCC.
3. To keep the YCC Mayor and YCC Advisors updated on the activities and issues regarding YCC service opportunities.
4. The YCC Service Officer is an elected position.
5. To appoint, with approval from the Youth City Council Mayor, a Deputy to fulfill the duties if the Service Officer is absent

YCC Social Officer
1. To be Chair of the Social Committee.
2. To be responsible for the planning and conducting of social activities for the YCC.
3. To keep the YCC Mayor and YCC Advisors updated on the activities and issues regarding YCC social events.
4. To provide food at activities when needed.
5. To keep track of members' birthdays.
6. The YCC Social Officer is an elected position.
7. To appoint, with approval from the Youth City Council Mayor, a Deputy to fulfill the duties if the Social Officer is absent

YCC Education Officer
1. To be Chair of the Education Committee.
2. To be responsible for the planning and conducting of educational activities for the YCC.
3. To keep the YCC Mayor and YCC Advisors updated on the activities and issues regarding YCC educational events and opportunities for the YCC.
4. The YCC Education Officer is an elected position
5, To appoint, with approval from the Youth City Council Mayor, a Deputy to fulfill the duties if the Education Officer is absent

YCC Public Relations Officer
1. To be responsible for maintenance of the YCC website or other social media sponsored by the YCC.

2. To be responsible for coordinating media (local news, Cottonwood Heights Journal, etc.) coverage and to be the contact person for media personnel.
3. To be responsible for the publication of YCC activities to members of the YCC and the community, when needed.
4. To take pictures/video of activities for media and historical records.
5. The YCC Public Relations Officer is an appointed position.
6. To appoint, with approval from the Youth City Council Mayor, a Deputy to fulfill the duties if the Public Relations Officer is absent.

YCC Mayor Pro Tem
1. To be responsible for conducting meetings in the absence of the YCC Mayor.
2. To represent the YCC whenever the YCC Mayor is unavailable.
3. The YCC Mayor Pro Tem is appointed from the YCCEC by the YCC Mayor with approval from the members of the YCCEC.

YCC Planning Commission Officer
1. To attend the City Planning Commission meetings and represent the Youth City Council.
2. To be responsible of informing the Youth City Council at meetings about any topics discussed during the Planning Commission meetings.
3. This position will be an appointed position by both the Youth City Council Mayor and the City Manager.
a. The appointment process will begin with the Youth City Council Mayor selecting two individuals to be eligible to have an interview with the City Manager or his designee.
b. The two selected individuals will interview with the City Manager of Cottonwood Heights, who will select the Planning Commission Officer.
4. The position of the Planning Commission Officer will continue until another individual is appointed to the position.
5. The YCC Planning Commission Officer is an appointed position.

YOUTH CITY COUNCIL ADVISOR(S)
The Youth City Council shall have at least one advisor, who will attend Youth City Council meetings and become involved, in an advisory role only, in all Youth City Council activities. The advisor may be appointed from the full-time career employees of the city staff or may be a community volunteer.

REQUIREMENTS TO SERVE ON THE YOUTH CITY COUNCIL
1. Must be a resident of Cottonwood Heights or attend a school within such city.
2. Must be in grade 9-12.

REQUIREMENTS TO REMAIN ON THE YOUTH CITY COUNCIL
1. Remain a resident of Cottonwood Heights or attend school within the City.
2. Attend at least 75 percent of all Youth City Council meetings with no more than two consecutive unexcused absences. Absences must be legitimate in order to be excused. Attendance requirements during summer months are less stringent. Eligibility for other activities, such as Leadership Conferences, Day with the Legislature, etc., may be affected by attendance. Council members with attendance under the required percentage may not be allowed to attend other activities or may have to pay a greater percentage of the cost of these activities in order to attend. The Executive Council will determine the way in which attendance affects cost for any activity.
3. Fulfill the responsibilities of the office held.

4. Set a proper example for the youth of the community, including abiding by community standards and complying with the Youth City Council code of conduct.
5. A member of the Youth City Council can be removed from office upon violation of one or more of the above criteria and by a majority vote of the Youth City Council Executive Council.

REMOVAL OF OFFICERS

1. Officers are defined as elected or appointed members of the Youth City Council on the Executive Council and their deputies. Officers may be removed due to poor citizenship, lack of attendance, lack of performance, resignation, or removal as a member of the Youth City Council as explained above.
2. Two members of the Executive Council must nominate an officer to be considered for removal in an Executive Meeting. The Executive Council will review the situation.
3. Five officers must vote in favor of removing the officer in order for the office to become vacant.
4. After an officer is removed, he will then become a regular member of the Youth City Council.
5. The vacant office will be filled by nomination of the Youth City Council Mayor (or Mayor Pro Tem) with the advice and consent of the Youth City Council Executive Committee.

VACANCIES

Any vacancy on the Youth City Council, arising either by removal or by resignation, shall be filled by nomination of the Youth City Council.

THE SWEARING IN

The members of the Youth City Council Executive Council shall be sworn in at the first City Council meeting following the selection of the members of the YCCEC. The youth leaders should be given the same Oath of Office as their adult counterparts.

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