



# Organizational Manual For Youth Councils



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### Preface

The following is meant to be a guide for those wishing to establish a youth council. This “how-to” packet is divided into four sections:

- I. Explanation of what a youth council is, its composition, sponsorship, and goals;
- II. Suggestions for how to organize a youth council in a community;
- III. Examples of committees and projects that have been sponsored by youth councils in North Carolina; marketing tips, and a sample youth council bylaw;
- IV. North Carolina State Youth Council

The following information is intended as suggestions only. The circumstances in your community may require variation on these procedures, but these suggestions represent the basic principles of community organization. Some youth councils need to be started on a county level; others, on a city or town level. The organizing committee should be chosen with great care, for it determines the success or failure of the council.

It should always be remembered that youths and adults operate as equals in the youth council organization; hence, it is only fitting that youth and adults share equal responsibilities in establishing a youth council in their community.

## INTRODUCTION

Why have a youth council?

The simplest answer to this question is, “to meet the needs of youth in the community.”

The next logical question is, “what are the needs of youth and how does the youth council meet these needs?” To answer this question, we must realize that adults alone are no longer capable of planning for youth without the help of the youth themselves. The whole philosophy behind a youth council is that it is **youth – directed.**

This idea is known as “peer-psychology”, or simply, “youth working with youth.” It’s based on the theory that only youth are capable of dealing with their own age group.

The Youth Council is successful because it meets the needs of youth, which is the requirement for its existence. It offers responsibility, success or failure depends on the youth. It provides challenge, to find ways to present old ideas that must be passed from one generation to another. It shows respect for intelligent, talented youths’ ability to lead themselves.

## OBJECTIVES OF A YOUTH COUNCIL

- To provide an organization for young people that can carry on projects for the benefit of the entire community. To be the central planning body that will allow youth to engage different groups within their community.
- To provide an opportunity for youth to share in local government matters and to learn to become responsible citizens.
- To initiate programs and projects that are of benefit to the youth and the community.
- To encourage city planning agencies to invite youth to serve on city committees and contribute to community planning.
- To be the voice of youth for youth in the community.

### Composition

A youth council is composed of youth. As silly as this may sound initially, it is of vital importance. Many other states have youth councils; but, strangely enough these groups are composed of adults. The Youth Council concept in North Carolina is much different from the adult approach. In North Carolina, a youth council is composed of youth who undertake projects that will benefit the youth of the area.

The youth who compose a youth council may join the group in several ways, depending on the structure and needs of a community. Any consistent, understood system is fine. The size of the group must suit the needs of the community. Only a few points need to be made concerning composition:

1. However the person joins, the youth members' first loyalty must be to the youth council.
2. A youth council is not a closed organization, everything must be open to any interested youth.
3. Attention should always be given to ensuring diversity; if more than one school is involved, attention should also be given to balancing this aspect as well.
4. In terms of size, this will vary depending on location. Bigger may not always be better.

### Sponsorship

A youth council should in some way relate to the city and/or county government in the area. It is vital that this connection be made so that a Youth Council is not confused with other youth groups.

A youth council should never be seen as a competitor to other groups, but instead, as a coordinator and assistant. A position as the official youth group of the city and/or county gives this assurance to a youth council.

As a final note, the official connection with the government is paramount to a youth council if it is to seem to the city or county government that this is the voice of local youth.

The government connection may be financial or not, depending on the size and funds of the area. In smaller areas, an endorsement of the group by the government would be sufficient with operating funds from another source. In larger areas, the government may wish to sponsor a youth council by providing a full-time coordinator, office space, etc.

A council may also undertake a venture designed to be dual supporting, such as a concert supported through ticket sales or other fundraising options. A youth council may also consider getting its initial funding through a mini-grant (see Section 4).

### Goals

- To organize and supervise programs of all types that will benefit the youth of the area. These programs should be open to all and not duplicate or overlap existing programs in the area.
- To serve as an advisory committee on youth affairs to the local government. This goal is generally met by staying in touch with elected and governmental personnel to bring them ideas and programs of youth that are within their realm of operation.
- To serve as a line of communication among youth and between youth and adults of the area.

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## Section II STEPS IN THE ORGANIZATION OF A YOUTH COUNCIL

1. Set up an organizational committee of three to five youth. There should also be a trusted adult advisor. Discrimination of sex or race should definitely be avoided; all members should be enthusiastic. A good way to encourage new youth council members is to hold an assembly in the surrounding schools using a speaker knowledgeable in the subject of youth councils, such as your State Youth Council Coordinator or a nearby council.
2. Have a meeting of the committee to discuss in detail the functions of a youth council and the contributions that a council can make to the quality of life in your community for youth. If the majority of the committee agrees to cooperate in the organization of a council, elect temporary officers, at least a chair, vice-chair, secretary, and sergeant at arms.

Allocate responsibilities; enlarge the committee, and plan the next steps in detail. Assign a member of the original committee to make personal contact with each new member of the enlarged committee to explain the purpose of a youth council and to obtain cooperation moving forward. (Persons with negative attitudes should not be on the committee).

3. Make a list of all organized youth groups in the area (county and city). Include the names, addresses and telephone numbers of the president and secretary of each group and the names, addresses, and telephone numbers of all adult advisors of each organized youth group.
4. Contact the president and the key adult advisor of all these groups and peak their interest in joining with the organizing committee to set up a youth council. This sounds like a big order, but the task will not be too great if the work is shared by the members of the committee.

Obtain, if possible, an experienced outside speaker who is knowledgeable about the work of a youth council to present the positive contributions a council can make to the community (Contact the State Youth Council Coordinator). Ask for full discussion from the floor and, if the reaction is favorable, call for a motion to organize. Elect temporary officers, appoint a committee to begin working on the council's bylaws and set a date for the new meeting (no more than two weeks later).

5. When the bylaws have been adopted, appoint or elect a nominating committee. (Appointment rather than elections is a more desirable procedure when a new organization is being set up because an election may place on the nominating committee some who have little information about what a youth council is supposed to accomplish.) Set the date of the next meeting, preferably a week later, for the election of permanent officers.
6. This next meeting should be attended only by those members who constitute the Youth Council. After the officers are elected, the permanent president should carefully explain the structure of the youth council, the functions of the executive board, the list of standing committees and their responsibilities. A list of sample committees follows:

Committee	Functions
By-laws Committee	To facilitate any changes needed in the bylaws
Service Project	Research logistics for community service projects
Recreation/Entertainment	To provide constructive/beneficial recreation for area youth, attend/represent council on local parks and recreation board.

7. Open the first executive committee meeting with a pep talk that is brief and to the point. Stress the fact that the youth council has been organized for a purpose and that it is not “just another youth organization.” Call attention to the fact that the council may wish to become a member of the State Youth Council, which was created by legislative act in 1969, and that through the State Youth Council the youth of this community can have an impact at the state government level as well.

After a discussion of the work of the standing committee, the chair should ask for nominations for chairs and committee members.

When the structure and membership of the committees have been decided, assign each committee a task that can be accomplished easily within a week.

8. Within a week, meet on time and keep the meeting short, no more than an hour, if possible. Ask for a progress report from each committee. If the committees have done their “homework” and the council seems to be moving along, discuss undertaking a small project such as a television, radio, or newspaper report on “Local Youth Council Speaks Out.” This report should be handled by three or four members of the executive board and should stress positive aspects of community life. In effect, the report would say to the community, “These are the reasons the youth councils like the town we live in.” There will be plenty of opportunity later for the council to stress needed changes.
9. Meet as frequently/necessary to maintain enthusiasm for the council.
10. Develop a flexible program of projects. Adapt these projects to meet the youth needs of the area. Such an undertaking will necessarily involve trial and error. No machinery works perfectly all the time! In selecting projects, remember the focus of your council and the needs of your community.
11. Do not be guilty of dullness! A youth council has vital work to do.

### I. General Explanation

Committees are used by the youth council in much the same way that the city council uses its departments. Each city department covers a specific area, studies the needs of its area, makes recommendations for action to the city council, receives permission and then enacts its approved program. The youth council and its committees function in exactly the same way. Each committee must assume the jurisdiction over its area/focus, study its area/focus as it relates to local youth, become knowledgeable about the needs of the area, make recommendations to the council, get approval and enact necessary programs. It must also follow through on direct assignments from the council.

In general, committee organization should follow these specifications: Each committee must have a chairman and secretary. The executive board can assign council members to committees, with the number on each committee decided by the board (members may ask to change committees by submitting a written request to the executive board). The committee officers and members are to serve as the executive branch of the committee, to decide on new recommendations for committee action, to make all committee administrative decisions, etc. The committee members are to serve as leaders, organizers and supervisors. The work force of the committee is to be associated with as many people as possible. A project committee should also set up the necessary mechanics to gather information in order to remain knowledgeable in their field.

Committee chairs are responsible for the efficient working of their communities. They are to observe all sections of the bylaws that refer to them. In addition, they must see that minutes are submitted to the necessary people on time, that a committee organization chart is turned in to the adult director and the vice chair, that a monthly progress report is filed with the vice chair and the adult advisor, that proper communication between the committee and the council and its officer is observed and that the work of the committee progresses.

### II. Steps for new project clearance

- A. Any new ideas must be formally presented, discussed and voted on in a committee meeting.
- B. An accepted project is then written up as a project proposal.
- C. The committee chairman notifies the youth council vice chair about the proposed project and requests to have his/her proposal entered as an item of business on the next executive board agenda.
- D. The committee chair attends the executive board meeting to present the project and answer questions about it.

- E. The executive board either rejects the project with an explanation or recommends it to the youth council for acceptance.
- F. An executive board project recommendation is put on the next youth council meeting agenda for consideration and action by the council.
- G. A council – accepted project is then put into action by the designated committee.

The following are summaries of projects which have been planned implemented by several youth councils in North Carolina. These are meant to be suggestions only.

A. Recreation/Entertainment

- a. Recreational Sports - Summer volleyball leagues, bicycling programs, golf tournaments, and basketball tournaments.
- b. Youth Concert Series - A fall and spring concert featuring local entertainment or artists.

B. Legislative Issues

- a. City Council Meetings – to familiarize youth with the city government and create greater interest in its development, youth council member(s) are recognized by the mayor at each city council member and recognized by the mayor at each city council meeting.
- b. Youth Week – This special week is primarily set as a week in the spring of each year. It consists of a series of separate committees that plan week-long celebrations pertaining to and involving youth. The chairman designates a separate chair for each of the youth week committees.

C. Social Media Committee

- a. Newsletter – The newsletter is a monthly publication for all youth council members and other local citizens, both teenage and adult, interested in council activities. This newsletter is both informative and entertaining, including reports on committee progress, a message from the chair, items on youth happenings around the city, other news of interest and feature items. The newsletter section of the publications committee is responsible for collecting all the news, writing the newsletter and editing it, and doing the general layout, including headlines.
- b. Youth Council Activities – “Youth Council Activities” is a weekly article written by a youth council member in the Sunday newspaper. The column contains news of youth council projects and activities. The article is designed to:
  - i. Inform the reading public of youth-related happenings.
  - ii. Give the youth an opportunity to express their feelings on pertinent matters.
  - iii. Inform youth of opportunities available to them.

D. Environmental Action

- a. Beautification – Coordinate and clean up a park, school campus or district, etc.
- b. Health – Conduct a forum concerning health issues in their community

E. Service

- a. Toys for Tots – A Christmas project done in cooperation with other community groups to collect and distribute toys to youth from low income or disadvantaged families.
- b. Food Drive – A project that allows youth to be visible in the community by collecting donated non-perishable foods. Donations can be given to the local food bank, homeless shelter or soup kitchen.

- A. Create a newspaper insert
- B. Start a Youth Day in the community
- C. Present a youth forum in the community
- D. Organize a “Youth Council” day with various organizations in the community
- E. Create and display street banners in your area
- F. Create pamphlets to have at local restaurants
- G. Create a youth council exhibit to display in the local mall/shopping center
- H. Adopt a Highway/School/Nursing Home/etc.
- I. Send out a press-release to local newspapers
- J. Create a youth friendly webpage
- K. Schedule to go to school assemblies and speak to students
- L. **BE VISABLE, BE VISIBLE, BE VISIBLE**

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Article I. Preamble

Section 1: We, the youth of the \_\_\_\_\_, in conjunction with the \_\_\_\_\_, to construct a more formal venue to voice our concerns, create the \_\_\_\_\_. As a representative body of \_\_\_\_\_ youth, the Council aims to provide an opportunity for youth to have a formal role in local decision-making while assisting and advising the \_\_\_\_\_ in addressing youth issues.

Article II. Authorization

Section 1: This council of the \_\_\_\_\_ of \_\_\_\_\_ shall be under the jurisdiction of the \_\_\_\_\_.

Article III. Conduct of Business

Section 1: The council shall adopt bylaws for the orderly conduct of its business.

Article IV. Name

Section 1: The name of this council shall be the \_\_\_\_\_; hereinafter referred to as the \_\_\_\_\_ located at \_\_\_\_\_.

Article V. Commission Seal

Section 1: The seal and logo of the \_\_\_\_\_ shall be as shown above.

Article VI. Purpose

Section 1: The purpose of the council is to actively involve youth in policy issues affecting them, broaden the scope of youth leadership in city affairs, promote experiential learning of the functions of government, develop healthy citizenry habits for the future of the community, and promote public awareness of the strengths and abilities of youth. The council shall provide an opportunity for the youth of \_\_\_\_\_ to acquire a greater knowledge of and appreciation for our political system through active participation within it. The council shall collect all information relevant to advising and assisting the \_\_\_\_\_ on the effects of legislative and educational policies, needs, assessments, priorities, programs, and budgets concerning the children and youth of \_\_\_\_\_. The \_\_\_\_\_ shall refer any youth and children issues to \_\_\_\_\_ for comment and recommendation. The council shall have 12 days to respond. This referral requirement shall not apply to any matter where immediate action by the \_\_\_\_\_ is necessary to protect the public interest.

## Article VII. Goals

The goals of the \_\_\_\_\_ shall be to:

Section 1: Promote civic mindedness and participation in the city among youth as well as to give them an invested interest in city affairs;

Section 2: Help the city be more aware of youth issues;

Section 3: Give future leaders real world experience to help them in life;

Section 4: Help ensure that governmental policies meet the needs of young people;

Section 5: Provide leadership in research and analysis on youth issues;

Section 6: Provide a powerful youth voice in the \_\_\_\_\_;

Section 7: Facilitate communication between young people and the government;

Section 8: Design and manage services and programs to maximize young people's participation in the \_\_\_\_\_ community;

Section 9: Ensure and encourage the active participation of youth in all spheres of society and in decision-making processes at the local level;

Section 10: Promote education, training in democratic processes and the spirit of citizenship and civic responsibility of young men and women with an aim of strengthening and facilitating their commitment to, participation in and full integration into society.

## Article VIII. Duties and Responsibilities

The duties and responsibilities of the \_\_\_\_\_ shall be to:

Section 1: Act as an advisory board to the \_\_\_\_\_.

Section 2: Develop and make recommendations on programs which promote collaboration between public and private organizations in delivery of services that foster positive development of \_\_\_\_\_'s youth.

Section 3: Facilitate improved coordination and cooperation among youth-serving agencies and local government agencies.

Section 4: Identify and make recommendations on conditions which hinder or prevent \_\_\_\_\_'s youth from becoming healthy, productive members of the community.

Section 5: Communicate accurate and timely information concerning issues facing \_\_\_\_\_'s youth and coordinate community-wide responses to those issues.

Section 6: Address and take recommendations concerning the implementation of the Violence Prevention Plan.

Section 7: Identify the concerns and needs of the children and youth of \_\_\_\_\_. Examine existing social, economic, educational, and recreational programs for children and youth.

Section 8: Develop and propose plans that support or improve such programs, and make recommendations to the \_\_\_\_\_.

Section 9: Identify the unmet needs of \_\_\_\_\_'s children and youth through personal contact with these young people, school officials, church leaders, and others.

Section 10: Hold public forums in which both youth and adults are encouraged to participate.

Section 11: Elicit the interest, support, and mutual cooperation of private groups and citywide organizations that initiate and sponsor recommendations addressing the social, economic, educational, and recreational needs of children and youth in \_\_\_\_\_.

Section 12: Advise the \_\_\_\_\_ City Council about how such recommendations could be coordinated in the communities and/or schools to eliminate duplication in cost and effort.

Section 13: Advise about available sources of governmental and private funding for youth programs.

Section 14: Submit recommendations to the \_\_\_\_\_ City Council about juvenile crime prevention, job opportunities for youth, recreational activities for teenagers, opportunities for effective participation by youth in the governmental process, and changes in city regulations that are necessary to improve the social, economic, educational, and recreational advantages for children and youth.

Section 15: Respond to requests for comment and recommendation on matters referred to the Commission by officers, departments, agencies, boards, commissions and advisory committees of the \_\_\_\_\_.

Section 16 : Perform other related functions assigned by the \_\_\_\_\_.

#### Article IX. Membership

Section 1: The council shall consist of thirty (30) voting members, each of whom shall be between the ages of 11 and 18 years old at the time of appointment.

Section 2: The \_\_\_\_\_ shall appoint the thirty (30) members to the council based on applications filed during a set filing period.

Section 3: The \_\_\_\_\_ shall appoint thirty (30) youth applicants that reside within Durham and/or attend a school within \_\_\_\_\_ County. The \_\_\_\_\_ shall ensure racial, socioeconomic, cultural and educational diversity in their appointments.

#### Section 4: Resignation

Section 4.1: A member who wishes to resign from the council shall be required to submit a resignation to his/her appointing authority. The council requires that the resigning member then submit a copy of this letter to the Operations Officer.

#### Section 5: Vacancies

Section 5.1: In the event of a vacancy on the council, the Operations Officer shall inform the appointing authority that the council would like to review applications and make recommendations to the authority without opening another application filing period. Applications on current file will be the only applicants included in this process.

### Article X. Offices

Section 1: The elected officers of the \_\_\_\_\_ shall consist of a Chairperson, Secretary, Government Affairs Officer, Operations Officer, Community Affairs Officer, and Media and Public Relations Officer, etc.

#### Section 2: Terms and Vacancies

Section 2.1: Any council may hold the position of Chairperson, Secretary, Governmental Affairs Officer, Operations Officer, Community Affairs Officer, and Media and Public Relations Officer following elections. The Secretary shall not be elected but appointed by the Chairperson.

Section 2.2: The elected officers shall serve one (1) year terms, following the calendar terms of the full council.

Section 2.3: No Chairperson shall run for more than one officer position at the same time.

Section 2.4: No officer shall hold more than one officer's position at the same time.

Section 2.5: No officer shall hold the same position for more than two (2) consecutive terms.

Section 2.6: Any officer can be removed from office by a two-thirds (2/3) vote of full council for any reasons deemed necessary by the council

Section 2.7: Vacancies shall be filled for the remainder of the unexpired term in a manner similar to that which the member was initially elected.

Section 2.8: A member may nominate himself/herself for an office or have someone else nominate them, providing the person accepts the nomination. Elections will happen in writing and results will be announced to the public. If there are more than two (2) candidates, and neither receives more than fifty percent (50%) of the votes, a run-off will be held. The person with the majority vote in the run-off shall be elected to the offices.

### Section 3: Duties of Officers

#### Section 3.1: The Chairperson

Section 3.1.1: Facilitate council and Executive Committee meetings;

Section 3.1.2: Motivate and encourage active participation by all members at meetings and in projects;

Section 3.1.3: Uphold and enforce the bylaws;

Section 3.1.4: Meet with the director weekly to check in and discuss council business;

Section 3.1.5: Be responsible in assigning tasks under the jurisdiction of other officers.

(Recommended Skills: Public speaking skills, leadership skills, group facilitation skills that will ensure participation of members at meetings and in projects, motivational, inclusive, flexible schedule with free hours during the day.)

#### Section 3.2: The Government Affairs Officer:

Section 3.2.1: Serve as the point person on receiving, monitoring, and reporting pending legislation to the council

Section 3.2.1: Ensure that Commissioners build relationships with the \_\_\_\_\_ by meeting about upcoming legislation

Section 3.2.3: Check to make sure members are meeting with appointing authorities regarding pending legislations.

Section 3.2.4: Solicit interest and participation of members in writing and get support for legislation.

Section 3.2.5: Advise committees on drafting legislation before it goes before a governing body.

(Recommended Skills: Interest in governance and policy, leadership skills, public speaking skills, organizational skills, facilitation skills, quick learner, able to teach and engage as many Youth members as possible.)

### Section 3.3 The Operations Officer:

Section 3.3.1: Facilitate council and Executive Committee meetings in the absence of the Chairperson

Section 3.3.2: Ensure committees and liaisons are fulfilling their duties and responsibilities.

Section 3.3.3: Mediate all internal conflicts unless they involve the Operations Officer, in which case, the Chairperson will mediate any grievances.

Section 3.3.4: Monitors attendance and report delinquent members to the Executive Committee

Section 3.3.5: Coordinate recommendations of a Youth council candidate to appointing authority in the event of a vacancy.

Section 3.3.6: Oversee all administrative functions on behalf of the council.

Section 3.3.7: Coordinate social training events with the assistance of staff.

(Recommended Skills: Organizational skills, ability to work well with people and encourage/urge them, facilitation/conflict mediation skills, ability to relate well to different kinds of people.)

### Section 3.4: The Community Affairs Officer:

Section 3.4.1: Co-coordinate (with the Media and Public Relations Officer) media, public relations, outreach and educational material on behalf of the council.

Section 3.4.2: Work with staff to develop an annual outreach plan for the council.

Section 3.4.3: Coordinate community meetings and council presentations at schools, agencies, and events.

Section 3.4.5: Work with the Government Affairs Officer to coordinate members testimony at legislative hearings.

(Recommended Skills: Organizational skills, strong people and communications skills, outgoing, dependable, public speaking skills, ability to relate to different groups of people, strong familiarity with \_\_\_\_\_)

### Section 3.5: The Media and Public Relations Officer:

Section 3.5.1: Co-coordinate (with community Affairs Officer) media, public relations, outreach and educational material on behalf of the council.

Section 3.5.2: Coordinate the Council's newsletter.

Section 3.5.3: Work with staff, develop media strategy for the council, which may include press releases, press kits for the media and public and maintain a web page.

Section 3.5.4: Coordinate the production of the Annual Report.

(Recommended Skills: Organizational skills, writing skills, public speaking skills, experience with media or willingness to learn, dependable)

#### Section 4: Terms and Vacancies

Section 4.1: The elected officials shall serve one-year terms, following the calendar terms of the full council.

Section 4.2: No member shall run for more than one officer position at the same time.

Section 4.3: No officer shall hold more than one officer's position at the same time.

Section 4.4: No officer shall hold the same position for more than two (2) consecutive terms.

Section 4.5: Any officer can be removed from office by a two-thirds (2/3) vote by the full council for any reason deemed necessary by the council that is not discriminatory or biased.

Section 4.6: Vacancies shall be filled for the remainder of the unexpired term in a manner similar to that which the member was initially elected.

#### Article XI. Meetings and Procedures

Section 1: All meetings of the council shall be open to the public and shall conform to the North Carolina Open Meetings Law, B.S. Chapter 143, Article 33C.

#### Section 2: Special Meetings

Section 2.1: The Chairperson or a majority of the council has the power to call a special meeting of the council. In addition, the Executive Committee shall also have the power to call a special meeting of the council, if a minimum of three Executive committee members vote to do so. For a special meeting, an agenda and 72 hours notice to the public must be provided. Sixteen (16) members of the council must be present in order to conduct business.

#### Section 3: Quorum and Voting Procedure

Section 3.1: The Presence of a majority of the members shall constitute a quorum (half plus one) for all purposes.

Section 3.2: The affirmative vote of a simple-majority of the members shall be required for the approval of any matter.

#### Section 4: Setting the Agenda

Section 4.1: The Chairperson and members of the Executive Committee can place new items on the agenda for the next council meeting in between council meetings. Any council member is free to propose agenda items.

#### Section 5: Public Comments

Section 5.1: The council and all committees and boards of the council shall hold meetings open to the public in full compliance with these bylaws. The council encourages the participation of interested persons. The Chairperson may limit time permitted for public comment consistent with these bylaws. Each person wishing to speak on an item before the council at a regular or special meeting shall be permitted to be heard once for up to three (3) minutes.

#### Article XII. Attendance

##### Section 1: Automatic Resignation of Members

Section 1.2: members shall not abuse the attendance policy. Absences or tardiness may result in automatic resignation from the council as described in this attendance policy.

#### Article XIII. Committees and Boards

##### Section 1: Executive Committee

Section 1.1: The Executive committee shall be composed of the council officers, meet twice a month and provide the internal oversight of the full council. All meetings are open to any member and to the public.

Section 1.2: The Executive Committee responsibilities are to:

Section 1.2.1: Create, determine size, and select members of committees as required, and remove members if necessary. Each committee must meet the same public notice requirements.

Section 1.2.2: Call special meetings on behalf of the council. The Executive Committee must have a minimum of three votes in order to do so.

Section 1.2.3: Advise the council during emergency or extenuating circumstances on actions to take. In the event that the council does not have a regularly scheduled meeting in time to advise the \_\_\_\_\_ on legislation, the Executive Committee may state the position it will recommend to the full council. The legislation shall then be placed on the next council meeting's agenda to permit the Commission to determine its position.

Section 1.2.4: Investigate all improper behavior or bylaw infractions by members and make recommendations for action to the full council.

Section 1.2.5: Monitor council attendance, make recommendations regarding authorizing absences, and review and make recommendations to the full council regarding any member's request for leave of absence.

Section 1.2.6: Review the council budget.

Section 1.2.7: Discuss and finalize council agendas.

Section 1.2.8: Individual members of the Executive committee are required to submit a detailed written annual report to the new officers of the new term.

Section 1.2.9: Make recommendations on applicants to the council in occurrence of a vacancy and in absence of the Operations Officer. The council will then present such recommendations to the full council for approval.

## Section 2: Jurisdiction of the Executive Committee

Section 2.1: Only the Executive Committee members are allowed to vote on Executive Committee business. Decisions of the Executive Committee require a minimum of three (3) votes.

Section 2.2: Any unsolvable concerns of the Executive Committee shall be cast to the full council for resolution.

Section 2.3: The full council has the power to override or vet any decision made by the Executive board with a majority vote.

## Section 3: Youth Advisory Board

Section 3.1: The Youth Advisory Board shall be comprised of 15 youth that sought appointments to the council but did not get appointed. Those youth would be chosen by the full council.

Section 3.2: The Youth Advisory Board responsibilities are:

Section 3.2.1: To attend monthly council meetings

Section 3.2.2: To participate with council members in the planning, organizing, coordinating and carrying out of various activities.

Section 3.2.3: To research information needed by the full council on various topics, matters, and issues.

Section 3.2.4: To provide information about different activities within their respective schools and communities.

Section 3.2.5: To assist the council with community projects.

#### Article XIV. Annual Report

Section 1: The \_\_\_\_\_ shall prepare and submit to the \_\_\_\_\_ a work plan by the beginning of July of each fiscal year with the assistance of the Youth council coordinator. The work plan shall provide a comprehensive listing of all work objectives for the upcoming fiscal year and all anticipated youth development activities, initiatives and projects to be carried out during the upcoming fiscal year.

#### Article XV: Transfer from Current to New Term

Section 1: At the first meeting of the new term, if the Chairperson has been appointed to the council, he/she shall preside of the council and explain that new officers will be elected at the second meeting.

Section 2: If the current Chairperson has been replaced, the Operations Officers shall calendar for consideration at the next meeting a vote on an interim Chair. The interim Chair shall preside until a Chair and other officers are elected at the second meeting of the new term.

Section 3: All members who are not replaced by their appointing authorities may continue to serve until they are replaced.

Section 4: The council shall provide a full report to the new appointed members of the council.

#### Article XVI. Youth Council Coordinator Role

Section 1: The Youth Council Coordinator responsibilities are to facilitate the day-to-day operations of the Council and the management, development, and representation of the Youth council's mission goals and actions.

Section 2: The Youth Commission Coordinator shall work:

Section 3.1: To ensure active youth participation in \_\_\_\_\_ city government as well as educational policies and programs;

Section 3.2: To develop the leadership skills of young people;

Section 3.3: To build a stronger young movement through collaborating with community members and organizations;

Section 3.4: To create a safe space in which supportive, honest, and respectful relationships amongst members and Staff thrive;

Section 3.5: To share insight, history, and vision in order to provide the best possible members experience in the present and in the future.

Article XVII. Amendments:

Section 1: The bylaws of this council may be created, repealed, amended or reworded with a majority vote of the full council. Changes made to the bylaws must be placed on the agenda before the next full Commission meeting for approval.

Section 2: A record of all changes of any kind of the bylaws must be documented. The exact change must be recorded and have the Chairperson's, Vice Chairperson's and Operations Officer's signatures, the date, and must be properly filed. In addition, a current copy of the bylaws, with the most recent amendments reflected, must be maintained by council staff.

In December 1966, three youth councils – Greensboro, High Point and Raleigh – joined to form the Youth Councils of North Carolina, Inc. When the youth of these cities write the Articles of Incorporation and by-laws, it was the beginning of a new and different kind of state youth organization.

The youth council concept first appeared in North Carolina in Greensboro in 1962. It was there that a concerned mayor establishes a youth council, composed of interested students and adults who would work together for youth with an executive director from the Recreation and Parks Department. As the Greensboro Youth Council began conducting programs of benefit to youth, they expanded the youth council to other cities in North Carolina. Their projects were effective in these cities as well because they were initiated, organized and executed by youth. A grant from the Sears Foundation was helpful to Greensboro Youth Council in conducting a high school beautification program and a youth council workshop in 1967. Similar projects and others were equally successful in other youth council cities.

The enthusiasm created by the Greensboro Youth Council spread to High Point and to Raleigh and in 1965, the City Councils in these cities started youth councils, also under the Recreation and Parks Department. It became clear that a state organization composed of these youth councils would be beneficial not only to the presently established councils but also for establishing new ones. These three councils assembled and established the guidelines for a closely structured corporation, which was named the Youth Councils of North Carolina, Inc.

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From 1967-69, much attention was paid to internal structure of the new organization. Many plans were suggested for statewide projects that could possibly be carried out in future years. Among these suggestions was a plan for the establishment of a youth commission as a state advisory agency in North Carolina. This plan was presented to many foundations with hopes that one would fund the project. The Smith Richardson Foundation, recognizing the potential that could be reached by having such a Youth Commission, gave YCNC a large grant for that purpose in May 1968. Thus, shortly after one year, YCNC, which now included Fayetteville, Asheville, and Wilmington youth councils, was making progress towards effective youth representation.

Youth Councils need you! It offers responsibility of the success or failure of all projects, and the organization itself depends on youth. This responsibility is quite heavy when it is realized that the scope of the Council is so large that a failure will bring community-wide attention.

YCNC's second year opened with the hiring of a project director for the Youth Commission Project. Through him and the leadership of other adults (such as State Senator Skipper Bowles and members of the North Carolina Federation of Women's Clubs), YCNC formulated the idea

of a bill “to establish a system of Youth Councils” under state Government. With the basic suggestions from the youth, they were able to effectively prove to the North Carolina State Legislature the advantage in establishing youth councils around the state. The results of this full year of lobbying by YCNC with the help of its adults supports was the Youth Council Act of 1969.

Meanwhile, the Youth Council idea was being spread to other North Carolina cities. Winston-Salem and Mount Airy were chartered into YCNC during the late 1960’s and so were many other youth councils across the state. YCNC hopes to eventually charter youth councils throughout all of North Carolina.

YCNC is constantly improving on its internal structure; however, its full potential resources have not been tapped. The unique youth orientated philosophy of YCNC has not touched the vast majority of North Carolina’s youth – nor have YCNC’s projects met with substantial success and influence. But the philosophy will reach North Carolina’s youth, because the youth council concept is here to stay. With the confidence and support of important adults and with the need for youth to work for themselves, Youth Councils of North Carolina, Inc. is assured of an important position in the future of North Carolina.

In 1975, the State Youth Advisory Council of the Department of Administration was created and by 1976, North Carolina State Youth Council was established, in accordance with the methods and procedures established by the Youth Advisory Council.

State Youth Council offers a basic ingredient not present in any other youth organization of this scope; it shows respect for the intelligence, talent and ability of modern youth to lead themselves and thus help them realize that they are of value to themselves as human beings, and their city, state and nation as responsible citizens. It gives youth a chance to become useful and to devote their time and energy to a pursuit what they feel is worthy of their efforts.