

# YOUTH COUNCIL BYLAW

Adopted February 10, 2020

Revised August 7, 2023

## Mission

- Overall, the purpose of the Youth Council is to empower and inspire the youth by encouraging them to build their leadership skills and confidence, to express their viewpoints on current issues in the world, to participate in community service projects, develop their personal growth and harness their skills so that they could become leaders in our community and reach their potential as citizens of the world. Therefore, this will empower the youth to reach their goals and their dreams to develop themselves and to make a difference in the world.

## Becoming a Youth Council Member

- The Youth Council consists of youth who reside in the city of Passaic or attend Passaic City Schools. Individuals who are interested in becoming a Youth Council member would have to complete an application. The students who complete an application will be interviewed upon approval of the Youth Council Executive Team. All new youth members will be on probation for 90 days. This means they will be evaluated on their participation and performance during their first 90 days and after the 90<sup>th</sup> day they may receive final approval of being an 'Official Youth Council Member' will officially become members.
- Members have a responsibility of being supportive members of society, meaning they create an environment that provides a sense of connection, trust, and belonging. Each member is responsible for communicating concerns to youth council executive team members and adult supervisors.
- Each member is responsible for submitting at least one proposal within a year of joining the youth council to maintain their membership status.

## Eligibility:

- Members must be in 8<sup>th</sup> through 12<sup>th</sup> grade, reside in Passaic, New Jersey, be willing to meet once a month during the school year and be intellectually curious.

## Application

- Applications can be submitted at any time during the year, however, enrollment will open **June 1<sup>st</sup> and close October 31<sup>st</sup>**. Any applications that are submitted outside of enrollment period will be on a wait list.
- There will be no more than 20 youth council members at a time, unless permitted by the Mayor's Office.
- In order to make the youth council inclusive for youth of all ages, caps will be set for each grade level depending on the grade diversity of the youth council at the time of application. The executive team will prioritize applications submitted by younger grade levels, such as 8<sup>th</sup> and 9<sup>th</sup> grade, if there are no current members represented by those grades. In this case, if applications are received by one 8<sup>th</sup> grader and one 12<sup>th</sup> grader, the application from the 8<sup>th</sup> grader will be prioritized over the application from the 12<sup>th</sup> grader.

## Main Objective

- Members will provide recommendations to the Mayor on ways to improve and enhance the city of Passaic.

## Objectives:

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- The youth would become involved in their community.
- Develop skills that would be pivotal in their careers.
- Members will enhance their research and teamwork skills.

## Activities

- Host Leadership Summits, fundraising initiatives, community organizing events and workshops in which the members will learn about the ways that they could enhance their leadership skills, their networking skills, their public speaking skills and their teamwork skills.
- Provide mentoring for leadership and teamwork
- Participate in conferences, forums, community service projects, debates, seminars, leadership training and workshop.
- Participate in discussion in which they will discuss their perspectives on issues within our community.
- Members can participate in meetings with the Passaic Public School's Superintendent, the Board of Education, the Mayor and the Members of the City Council.
- The members of the Youth Council can participate in council meetings and provide a perspective from the youth.
- Student Council Member Representatives will be responsible of conducting surveys in their school pertaining to issues that are pivotal to the youth. In the surveys, members will also ask their fellow classmates for the personal recommendations on initiatives that would benefit Passaic.

## EXECUTIVE BOARD:

Positions will be held until September to align with the school year, unless the current executive board decides to change election date. Members of the executive board may meet separately throughout the year with Youth Council Supervisors.

\*\*These positions are mandatory to the make up the executive board. The Mayor may remove anyone from the Executive Board position at any time.

**\*\*Executive Chair:** A youth member who is not a student council president in their own school. This person will run the meetings with an agenda and icebreaker. Prior to meetings, this person checks in with vice president to address progress or issues. This person is also in charge of communicating via e-mail, phone, or text with youth council member when they have 2 missed consecutive meetings of attendance strike and possible dismissal upon 3<sup>rd</sup> strike.

**\*\*Program Chair:** A youth member who documents and monitors all pending proposals, activities, and events. This includes creating a list of youth who say they will volunteer to attend an event, create/design a flyer, and write/draft a proposal. This person assumes responsibility of checking in with students to see if projects are being completed and send text reminders. It is the role of this person to step in when the chairperson is absent and assume chairperson responsibilities with the assistance of supervisors.

**\*\*Membership Chair:** Completes meeting minutes, takes attendance, and shares minutes with members in a timely manner. Welcomes new members and checks-in with them at least two times during their first 90 days. This person ensures all members are informed about group activities,

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events, and conversations.

**\*\*Communications Chair:** This person is responsible for posting positive and educational information on social media. This person also researches youth-related activities and opportunities (e.g. scholarship and job opportunities) that Passaic City youth can benefit from and will post this on the youth council social media page.

All Executive Board members will decide meeting dates and meeting cancelations. Supervisors will oversee and review the budget, spending deadlines, and spending history with the executive board.

Chairperson	Program Chair	Membership Chair	Communications Chair
<ul style="list-style-type: none"><li>● Runs Meetings</li><li>● Oversees and communicates poor attendance</li></ul>	<ul style="list-style-type: none"><li>● Documents &amp; Monitors pending proposals, activities, and events</li></ul>	<ul style="list-style-type: none"><li>● Writes meeting minutes</li><li>● Welcomes new members</li></ul>	<ul style="list-style-type: none"><li>● Posts on social media</li><li>● Researches activities and opportunities for Passaic youth.</li></ul>

**Youth Deputy Mayors:** Each Youth Deputy Mayor is president of their student council in their school. Each youth deputy mayor briefly reports on any updates from their school.

**Youth Council Alumni:** Youth Council Alumni representatives are high school graduates who started in the youth council as 8<sup>th</sup>-12<sup>th</sup> grade Passaic City students. They are vested in helping the youth council grow and succeed. This representative does not have voting rights, but participates in conversations with youth council members to help guide them in decisions.

## **STRUCTURE & FUNCTIONALITY:**

The **Executive Board** makes all youth council structural decisions such as meeting dates, meeting cancelations, dates for special celebrations, read and accept new member applications for interviews, among other major decisions that comes along the way that affects the structure and functionality of the Youth Council.

**Decisions** are made by majority vote of youth council members during meetings, e-mail, or group chat. As mentioned previously, Mayor Hector Lora's Youth Council have the unique opportunity to utilize Passaic City Hall resources upon request. All projects that are implemented by youth council members reflect the Mayor and Passaic City Hall. For this reason, the Mayor and Mayor's Office can overrule any youth council member vote or project at any time.

## **ATTENDANCE:**

If you miss 2 consecutive meetings that's a strike. After having missed 3 consecutive meetings, executive youth council members will review member's participation and vote on dismissal of youth member if they deem appropriate.

**The members will receive a certificate, which would be signed by the Mayor of Passaic.**

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## WRITING A PROJECT PROPOSAL:

A project proposal is a written document outlining all the details of a project including the action plan, timeline, budget, goals, and objectives. It must describe who is involved in the project (e.g. specific people, schools, organizations), what the project entails (e.g. materials, a budget, volunteers), where it will take place, and when it will take place.

A project proposal is the first step to planning a project. Moving a project forward often times requires permission from others to accomplish its goal (e.g. space to hold an event, funds from other sources, ect.). For this reason, it is important to understand that project proposals are not meant to be perfect but should be well thought out. A well thought out project proposal contains a lot of detail that leaves little room for additional questions and planning.

Members can develop a project proposal on their own but are encouraged to collaborate with one or more youth council member(s) OR community members. Community work is often not done alone and is most successful when more than one person is involved in the planning process.