

Scottsdale Mayor's Youth Council

Purpose & By-laws

Mission Statement:

The Scottsdale Mayor's Youth Council (SMYC) functions to educate Scottsdale teens about local government and its impact on the community. In addition, the Scottsdale Mayor's Youth Council seeks to motivate, and empower Scottsdale youth by supporting youth voice and fostering civic responsibility.

Purpose:

The Scottsdale Mayor's Youth Council is comprised of sophomores, juniors and seniors who work on community service projects, develop leadership skills, and learn about Scottsdale city government.

The Scottsdale Mayor's Youth Council will:

- Have the opportunity to learn about city government through hands-on experiential activities
- Provide a voice for youth in an effort to help city leaders better understand the needs and concerns of youth
- Develop a better understanding of community needs in the City of Scottsdale through community service projects
- Cultivate an understanding of leadership and acquire skills therein by serving as an active member of the Youth Council
- Represent Scottsdale Youth at public functions in which the Youth Council's presence is requested and approved

Membership:

Membership in the Scottsdale Mayor's Youth Council is open to sophomores, juniors, and seniors who either attend school or live in the City of Scottsdale and have been accepted through the application and interview process. Members should be students interested in the city government, politics, and youth issues.

Structure:

The SMYC will consist of an elected President, Vice-President, Secretary, and Historian. The SMYC will be overseen by the Youth Council Advisor, who is the nonvoting liaison between SMYC and the City of Scottsdale.

Program Year/Elections

The Scottsdale Mayor's Youth Council Program year follows the Scottsdale Unified School District (SUSD) Calendar as it relates to student attendance. The Youth Council follows the breaks and vacation periods that are observed by the SUSD. However, the summer is used to hold Youth Council planning sessions to prepare for the coming program year.

The official transfer of power takes place at the conclusion of the End of Year Celebration. The incoming President will assume responsibility for running the summer planning sessions. The incoming President and the Youth Council Advisor will determine the schedule of these sessions.

Officers are elected from the members that will be returning to the Council in the fall. Before the end of the prior program year, a vote of the existing members elects the following year's Officers. Elections shall take place during the month of May. Elections are completed sequentially in descending order (President & Vice-President, Secretary etc...). No person may hold more than one office, but a person may run for multiple offices (i.e. loses as a member of the President/Vice-President ticket, can still run for Secretary, etc...). However, no one may run for more than two positions.

Election Protocol:

1. Individuals must inform the Youth Council Advisor of their intent to run for a SMYC officer position by the last day in April.
2. Campaigning will be done through speeches on the election date. Speeches for designated offices will be limited to equal time of a specific length (2 minutes).
3. Voting is by private ballot, which shall be distributed after the candidate speeches for each position.
4. In the event of a scheduling conflict, a virtual election may be run at the sole discretion of the Youth Council Advisor, who will also determine the virtual election schedule. Members who intend to run for office will be required to submit election speech videos of a specific length (2 minutes) to the Youth Council Advisor at least 1 week before the election ballots close. Voting will be open for 1 week and done via an online form.
5. Ballots shall be counted by the Youth Council Advisor.

Order of Business

The Order of Business of the SMYC shall be as follows:

1. Roll Call
2. Approval of Previous Minutes
3. Committee Reports
4. Motions (includes motions into committees)
5. Unfinished Business and Adjournment

SMYC Officers and Officer Responsibilities

President:

The President calls the Council to order. The President presides over the SMYC meetings and closes meetings of the Officers. The President's responsibilities include but are not limited to:

- Leading the Pledge of Allegiance
- Presenting business to the council, which includes guest speakers, debates, and general information
- Introducing all guest speakers
- Preserving order and decorum

Vice-President:

The Vice-President ranks immediately below the President, assists the President at meetings, and presides in the President's absence. The Vice-President shall succeed the President should he/she be removed or step down. The Vice-President's responsibilities include but are not limited to:

- Calling up the Committee Chairpersons to report the findings of the committees
- Oversees recruitment process of new SMYC members
- Oversees SMYC promotion and outreach to underrepresented schools in the community

Secretary:

The Secretary is responsible for keeping the Journal (minutes and record of all meetings). This Officer is responsible for organization of the agenda and agenda approval by the President and Youth Council Advisor. Additional responsibilities for the Secretary include but are not limited to:

- Calling roll at the beginning of each meeting
- Sending meeting reminders and other SMYC communications electronically
- Keeping Youth Council Advisor informed of absences and tardiness
- Recording excused absences
- Submitting the names of any members who qualify for removal for violation of the Attendance Policy to the Youth Council Advisor

Historian:

The Historian is responsible for taking pictures or delegating the task of taking pictures at all meetings and events. The Historian's responsibilities include but are not limited to:

- Coordinating a SMYC group photo
- Submitting website updates and photos to the Youth Council Advisor
- Creating a PowerPoint summary to be presented at the end of the year reception

SMYC Advisor:

The SMCY Advisor is the liaison between the SMYC and the City of Scottsdale, including the Mayor's Office. The SMYC Advisor is an unelected Officer of the SMYC. To avoid a tie, the SMYC advisor will cast a vote when the number of voters is even. The Youth Council Advisor

must approve all business and holds veto power over any SMYC matters, which may not be overridden by the Youth Council or Youth Council Officers.

The purpose of the Youth Council Advisor is not to inhibit or stifle the youth voice, but to assist the Youth Council with matters of procedure, protocol, and adherence to City of Scottsdale policies and regulations.

Policies & Guidelines

Attendance Policy:

Commitment is a vital component to participation in the SMYC. The SMYC attendance policy is designed to regulate the most basic form of commitment, attendance. Failure to comply with the SMYC attendance policy will result in your dismissal from the SMYC. A SMYC member is:

- Responsible for making the commitment to attend all Youth Council meetings and Youth Council events.
- Responsible for contacting either a Youth Council Officer or the Youth Council Advisor in the event of an absence
- Responsible for obtaining the notes/minutes of the meeting he/she was not in attendance for.
- Required to communicate via email or phone to the Youth Council Advisor and the SMYC Secretary of an expected absence
- Obligated to be present for scheduled mandatory events.
- Is subject to dismissal from the council at the discretion of the Youth Council Advisor in coordinate with the SMYC Board should they have four or more unexcused absences from Youth Council Meetings
- To be present for Roll Call at every meeting he/she attends. Four tardy notices will result in an infraction notice unless otherwise indicated.

SMYC Meetings will typically run from 4:00 to 5:30 PM, but may occasionally begin earlier due to tours and/or speakers. If there is a change in meeting start time, it will be communicated by the Secretary and/or the Youth Council Advisor.

In the event that any SMYC member should find themselves in violation of the SMYC Attendance Policy, that member shall be subject to removal from the SMYC.

In the event that a SMYC member should have extraordinary circumstances that prevent their attendance at a SMYC meeting or event, they are to contact the Youth Council Advisor. The Youth Council Advisor will review the situation and determine if the missed meetings or events are to be excused. *(Extraordinary circumstances are meant to cover family crisis or significant health issues; it is not meant to cover for school activities, games, personal vacations, work or any other activities that one may have chosen to be a part of.)*

Dress Code and Grooming Policy:

Scottsdale Mayor's Youth Council members may exercise personal choice in matters of dress and grooming. However, SMYC members recognize that they are representing the City of Scottsdale as well as all the youth who live in the City of Scottsdale. During regular meetings at the Youth and Family Services Building, SMYC members are allowed to wear any clothing in accordance with the rules below. At SMYC events and tours, members should wear their official SMYC shirts.

SMYC members are prohibited from dress or grooming that:

- Presents a risk to the health, safety or general welfare of the SMYC, staff, or others
- Interferes with or disrupts the SMYC environment or process
- Is counterproductive to curriculum goals or educational objectives
- Produces disorder or creates an atmosphere of threat, intimidation or undue pressure

Dress that violates these standards includes, without limitation, apparel that displays or suggests obscene language or symbols, presents undergarments or sleepwear as outerwear, or exposes the back, chest, abdomen, midriff, genital area, or buttocks. Clothing or accessories that display drugs, alcohol, or tobacco, or are deemed to advocate or encourage the use of these substances are counterproductive to the SMYC's goals and objectives. These items are, therefore, prohibited.

**Updated, June 27, 2023*

**SCOTTSDALE
MAYOR'S
SMYC
YOUTH
COUNCIL**

I _____ (please print) have read and understand
the Scottsdale Mayor's Youth Council (SMYC):

- Purpose & By-laws
- Attendance Policy
- Dress Code and Grooming Policy

I understand that as a part of the SMYC it is my responsibility to adhere to the structure and guidelines of the policy and procedures set forth in the above named documents.

Member Signature/Date

Parent Signature/Date

** Please return this form to the next meeting of the Scottsdale Mayor's Youth Council.*

**SCOTTSDALE
MAYOR'S
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YOUTH**