



Litchfield Park Youth Council Purpose and By-Laws

Mission Statement

The Litchfield Park Youth Council's (LPYC) objective is to educate Litchfield Park teens about local government and its impact on the community. In addition, the Litchfield Park Youth Council seeks to motivate, and empower Litchfield Park youth by supporting youth voice and fostering civic responsibility.

Purpose

The Litchfield Park Youth Council is comprised of freshmen, sophomores, juniors and seniors who work on community service projects, develop leadership skills, and learn about Litchfield Park city government.

The Litchfield Park 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 Litchfield Park through community service projects,
- Cultivate an understanding of leadership and acquire skills therein by serving as an active member of the Youth Council,
- Represent Litchfield Park Youth at public functions in which the Youth Council's presence is requested and approved.

Membership

Membership in the Litchfield Park Youth Council is open to freshmen, sophomores, juniors, and seniors who either live in the City of Litchfield Park, or attend Millennium High School and reside in the 85340 zip code 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 LPYC will follow a Horizontal Leadership Model. A Horizontal Leadership Model is a leadership structure with guiding principles and practices which decentralize power to allow all students to step forward or backward in leadership roles in accordance with their passion, capacity, and skill levels.

Program Year

The Litchfield Park Youth Council Program year follows the Agua Fria Unified School District (AFUSD) Calendar as it relates to student attendance. The Youth Council follows the breaks and vacation periods that are observed by the AFSUD. However the summer is used to hold monthly planning meetings to prepare for the coming program year.

Removal of Members/Filling Vacancies:

Any member, with the exception of the Youth Council Advisor, may be removed for disorderly conduct or negligence of his or her specific duties. A member of the LPYC who wishes to move toward the removal process must first inform the Youth Council Advisor. The Advisor will then review the allegations to determine if a breach or violation has occurred. The Youth Council Advisor shall bring the issue before the Council. The implicated member will have a chance to defend him/her self for a period of time that is not to exceed five minutes, unless approval is obtained from the members and/or Youth Council Advisor. A question and answer session will follow. A vote of the members by private ballot will then determine removal. A concurrence of a majority of the members is necessary to remove any member.

In the event that any member is removed from office, or a vacancy established, then that vacancy shall be filled using the formal election process at the next full Council meeting.

Order of Business

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

1. Roll Call
2. Pledge of Allegiance
3. Approval of Minutes
4. Points of Personal Privilege
5. Committee Reports
6. Business
7. Advisor's Corner
8. Adjournment

LPYC Advisor

The LPYC Advisor is the liaison between the LPYC and the City of Litchfield Park, including the Mayor's Office. The LPYC Advisor is an unelected Officer of the LPYC. To avoid a tie, the LPYC 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 LPYC 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 Litchfield Park policies and regulations.

Policies & Guidelines

Attendance Policy:

Commitment is a vital component to participation in the LPYC. The LPYC attendance policy is designed to regulate the most basic form of commitment, attendance. Failure to comply with the LPYC attendance policy will result in your dismissal from the LPYC. A LPYC 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 turn-in an absence request form, either before an expected absence or after an impromptu absence, with all the required fields completed.
- Obligated to be present for scheduled mandatory events.
- Is subject to dismissal from the council should their attendance fall below 75% for all LPYC meetings and events.
- To be present for Roll Call at every meeting he/she attends. Three tardy notices will result in an infraction notice.

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

In the event that a LPYC member should have extraordinary circumstances that prevent their attendance at a LPYC meeting or event, they are to contact the Youth Council Advisor. The Youth Council Advisor will review to 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

Litchfield Park Youth Council members may exercise personal choice in matters of dress and grooming. However, LPYC members recognize that they are representing the City of Litchfield Park as well as all the youth who live in the City of Litchfield Park. In general, business casual is a good dress code to follow.

LPYC members are prohibited from dress or grooming that:

- Presents a risk to the health, safety or general welfare of the LPYC, staff, or others;
- Interferes with or disrupts the LPYC 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. Other areas of particular concern include dress that advocates drugs, alcohol, or tobacco. It is illegal for minors to possess these substances. Clothing or accessories that display these substances or are deemed to advocate or encourage the use of these substances are counterproductive to the LPYC's goals and objectives. These items are, therefore, prohibited.

Consequences for Violation

Members that arrive at LPYC meetings or events and are not in proper dress code may be asked to go home to change. Should a pattern develop or should a LPYC member wear something that is a gross violation of the LPYC dress code, more severe action may be taken, up to and including dismissal from the LPYC.

I, _____ (*please print*) have read and understand the Litchfield Park Youth Council (LPYC):

- Constitution and By-laws;
- Attendance Policy;
- Dress Code and Grooming Policy.

I understand that as a part of the LPYC 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

Member Printed Name

Date

Parent Signature

Parent Printed Name

Date

**Please return this form to the next meeting of the Litchfield Park Youth Council.*