



# City of Dublin Youth Council Program

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## Code of Conduct

### Background

The City of Dublin Youth Council was developed by City of Dublin community leaders and city officials to address the need for increased civic involvement and awareness among Dublin's youth. City of Dublin formed the program in 2016. The City of Dublin Youth Council provides civic education to students by exposing high school students to the role that local government plays and by introducing them to the leaders who make local governments work. Youth are offered the opportunity to gain knowledge about their local governments through hands-on learning activities and experience the decision-making process first-hand.

### City of Dublin Youth Council Mission Statement

#### Mission

To provide an opportunity to acquire a greater knowledge and appreciation for the political system through active participation in local government.

#### Vision

To instill traits of leadership, professional development, and political experiences to enable the youth to become productive citizens and leaders in the community.

### Program Year

The City of Dublin Youth Council's operating year is June 1<sup>st</sup> to the following May 31<sup>st</sup>.

### Membership

- Applicants must attend a high school within the City of Dublin School System or be a Dublin-Laurens County resident currently attending Laurens County Schools or Home School.
- Be academically eligible to participate in their school's sports and extra-curricular activities, and be a Sophomore, Junior, or Senior during the program year which follows the schools' calendar year.
- Applicants must successfully complete and submit an application. Applications will be reviewed and qualifying candidates selected for the interviewing process.
- There is no cost for participating in the program. Student will need to reapply each year.

### Administration:

City of Dublin Youth Council is administered by the City of Dublin Youth Council Advisory Board.



## Rules and Responsibilities

**The Mayor of the Youth Council** shall preside at all meetings and shall perform his/her duties as described by proper parliamentary procedure. Under parliamentary procedure, the mayor's general duties are: to open and call the meeting to order; to announce the business to be conducted; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved or necessarily rise in the course of proceedings and to announce the result of the vote; to speed the proceedings as much as possible; to require order and sincerity in meetings; to inform the group present to a point of order or a practice or policy pertinent to pending business; and to authenticate, by his/her signature when necessary, all acts, orders and proceedings of the Youth Council.

Other responsibilities include, but are not limited to: developing meeting agendas with the Chair of the City of Council Commission; establish, in conjunction with other members and the Council Commission, the annual platform on topics critical to the well-being of the Youth Council; speak on behalf of the Youth Council at City Council, Council Commission, and Board of Education meetings; assist in community service projects and special events; and serve on select Youth Council committees.

**The City Manager of the Youth Council** shall assist the Mayor in the work of the Youth Council; in the absence of the Mayor, he/she shall perform all duties of that office; in the absence of the Secretary, he/she will perform all duties of that office; assist with meeting coordination; assist with development of master calendar; assist in community service projects and special events; and serve on select Youth Council committees.

**The City Attorney of the Youth Council** shall advise the Youth Council's members on legal, bylaws, and code of conduct matters that may impact the city. The city attorney must be well-versed in Youth Council bylaws governing the creation and operation of municipal governments.

**The Youth Council Clerk** shall keep all minutes of the meetings and provide a copy of minutes at the next scheduled meeting. The minutes need not be verbatim; however, indicate those in attendance, a synopsis of the discussion, and any action taken on Youth Council related agenda items. The Council Clerk shall maintain membership status for all members; shall keep a detailed financial record of the Youth Council's funding sources, fundraising efforts, income, expenses, and purchases. He/she is responsible for the management of the Youth Council's finances; assist in community service projects and special events; and serve on select Youth Council committees.

**The Historian of the Youth Council** shall work closely with the Council Clerk to maintain records of Youth Council meetings, events, and activities. He/she shall keep track of the historical record of the Youth Council; take pictures and collect materials for all Youth Council meetings and events; maintain Youth Council scrapbook; photo album and assist in community service projects and special events; and serve on select Youth Council committees.



## Honor Code

The City of Dublin Youth Council Honor System is intended to promote an atmosphere of trust and fairness as we conduct our daily lives. The Honor System is composed of two major components: The Honor Code and the Code of Conduct. Specific policies fall under each major component. CDYC members are expected to abide by the honor system and to report violations. As members of the CDYC community, students are expected to evidence a high standard of personal conduct and to respect the rights of other students, leaders, staff members, community neighbors, visitors, and guests. Students are also expected to adhere to all federal, state, and local laws.

Alleged violations of the Honor Code or Code of Conduct will be handled by the City of Dublin Youth Council Advisory Board.

<b>Event:</b>	<b>Points:</b>	<b>Example:</b>
Youth Council Meetings	+5	Every 1 <sup>st</sup> Monday & 3 <sup>rd</sup> Saturday
Committee Meetings	+5	As Needed
Called Meetings	+5	As Needed
Community (Public) Service Events	+10	As Scheduled
City Council Meetings (Bonus)	+5	Every 1 <sup>st</sup> and 3 <sup>rd</sup> Thursday
Presenting a new idea to group & having it implemented	+20	Fundraising ideas, community service ideas, project ideas, etc
Participating in activities at conference	+10	Being an ACTIVE youth attendee
Showing leadership within the group (as recognized by an Adult Commissioner)	+10	Providing encouragement, guidance, & direction by achieving goals collectively with the team
Assisting with election process	+10	Helping with local Elections
<b>Infractions:</b>	<b>Points:</b>	<b>Example:</b>
Non-Compliance of Dress Code	-5	Inappropriate dress for meetings, conferences, events, etc
Late for meetings > 10 minutes	-5	No greater than 10 minutes late
Unexcused Absence	-10	Written/Typed excuse from approved source must be presented.
Leaving Scheduled Meetings/Classes without Permission of Commission Member	-10	Walking out of meetings, conference sessions, events, etc
Unauthorized Electronic Use During CDYC meetings, conferences, and other events	-15	No Electronics during any meetings, conferences, and/or events/activities
Failure to Complete Group and/or Committee Projects	-20	Presentations, Events, Elections, Scheduled Community Projects, etc
Not exhibiting proper code of conduct	-10	Displaying attitude disrespectful behavior, breaking rules, etc
Not being properly prepared for meetings/trainings	-10	Not having notebook, writing utensils, minutes, agenda, reports, etc



## **ACTIONS THAT WILL BE TAKEN**

20 Demerits: Advisory Board will be notified.

30 Demerits: Your parent(s) guardian will be notified.

40 Demerits: You will be immediately dismissed from the CDYC program.

## **Code of Conduct**

### **Expectations of Participants**

Project an image of consideration, sensitivity, and respect for each person and for property through language, dress, and behavior.

Ensure that all personal social networking accounts including, but not limited to Facebook, Twitter and Snapchat posts, pictures, music, blogs, and associations be in good taste and representative of membership in CDYC.

Refrain from inappropriate touching and verbal harassment.

Refrain from actions that can result in injury to a person and/or damage to property.

Adhere to curfew during Youth Council activities and events, as specified.

Wear appropriate credentials to activities and events.

Keep personal belongings with you at all times.

Refrain from use of cell phones or other electronic media during Youth Council activities or events (unless used for emergency purposes or with permission from an Advisory Board member).

Attend all scheduled activities, arriving promptly, and staying for the duration, unless arrangements are made beforehand.

During any overnight trip, be aware of noise levels in common hotel areas such as lobbies, hallways, and sleeping areas, especially during late evening.

Maintain the spirit of each activity and event.

Report problems of any kind to an Advisory Board Member.

Receive permission from an Advisory Board member/chaperone before visiting or gathering in a hotel room.



### **Cause for Removal from CDYC**

Pregnancy or fatherhood

Arrest or conviction

Expulsion or suspension from school

Two consecutive grading periods with a failed class

An uncooperative or negative attitude or displaying disrespect

### **Grounds for Immediate Removal from CDYC**

Illegal Possession of a weapon of any kind

Purchase, possession, consumption or distribution of alcohol

Purchase, possession, consumption or distribution of illegal drugs

Purchase, possession, distribution or downloading of pornography

Engaging in any form of sexual activity or peer sexual harassment