

# West Jordan Youth Council

**Policies & Procedures**  
*Updated April 2024*





# What is this document for?

This Policy and Procedures booklet is the policies, procedures, regulations, and requirements of the West Jordan Youth Council. Members of the Youth Council should review this document annually and refer to it when they have any questions about the operations of Youth Council.

One of the most important parts of this document is the Child Safety Policy. Youth Council members, parents, staff, and volunteers must review this policy annually and agree to comply with its requirements in full.

Amendments to this document may be proposed and considered by the Youth Council or Program Advisors. Proposed amendments to this document, must be approved first by a majority vote of the Youth Council, and are then subject to approval the program advisors and by resolution of the West Jordan City Council.



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# THE FUTURE IS YOUTH

This program, sponsored by the City of West Jordan and the West Jordan City Council, will focus on providing high school students within the City opportunities to become civically engaged within their community while learning leadership skills. We hope this program will inspire future generations to become elected officials or volunteers in their future places of residence.

The Youth Council program will be comprised of up to 20 high school students, grades 9-12 who are residents of the City. Applications for the program are typically released in the late spring to all area high schools. Applications will be reviewed before the end of the school year, and final selection will be made by the Youth Council Program Advisors. Youth Council Member terms run from June through the following May. The Youth Council will be a student led program that formally meets once a month and is funded by the annual City budget. The Youth Council will participate in scheduled service projects and government learning activities throughout the year.

In the summer leading up to the respective school year, the Youth Council will elect their own youth leadership team. This will consist of a chair, vice-chair, and two recorders. The youth council members will also be able to volunteer to be on various subcommittees.

The Youth Council will be supervised by Youth Council Program Advisors. The Program Advisors approve the activities and events of the Youth Council, participate in Youth Council service events, government learning activities, and attend the monthly meetings.

The Program Advisors group will include a volunteer advisor and a member of West Jordan City Council Staff. All advisors will undergo annual training as required by the City of West Jordan. Other members of the West Jordan City Council may also attend activities from time to time.



# Youth Leadership Team

## Chair:

- Preside over the Youth Council meetings
- Help with discussions during meetings and uphold Youth Council goals
- Update the West Jordan City Council as appropriate at City Council meetings
- Work with Program Advisors to keep a detailed record of all spending as well as review and recommend amendments to the annual Youth Council budget to the City Council
- Provide a financial report to the Youth Council and West Jordan City Council at the end of every term

## Vice Chair:

- Fill in for the Chair in their absence
- Assist the Chair in providing relevant updates to the City Council, as appropriate
- Work with Program Advisors to keep a detailed record of all spending as well as review and recommend amendments to the annual Youth Council budget to the City Council

## Recorders (two):

- Record minutes for all Youth Council meetings and distribute electronically to all members and Program Advisors
- Take roll call for all required meetings and events and maintain a record of attendance
- Keep an official book of all resolutions, written declarations, or other official documents of the Youth Council

# Youth Council Subcommittees

## Social Media and Communications Committee:

- Create content, with supervision from and approval by Program Advisors, for the Youth Council's social media
- Write captions, respond to messages and comments, and maintain an active status for all Youth Council social media
- Work with Program Advisors to maintain relationships with schools, businesses, and organizations within West Jordan. This includes helping with advertising during the Youth Council application periods

## Service Committee:

- Work with Program Advisors to encourage high levels of Youth Council participation in program service projects
- Send out service event reminders to Youth Council and collective estimated attendance counts to organizers
- Develop and propose up to three service projects
- Communicate with Program Advisors about service opportunities specific to their schools, organizations, or communities that may be appropriate for Youth Council member participation

# Requirements & Expectations

All members of the Youth Council will be expected to follow and meet the following requirements, responsibilities, and expectations throughout their time on the Youth Council.

## **Attendance:**

A large part of the Youth Council program is completing service projects and building leadership skills. There will also be activities where the Youth Council members will be able to learn about or be involved in city government. Attendance of Youth Council members is required for all regularly scheduled meetings. A schedule of meetings, service projects, and community events will be provided to students. Continued program enrollment depends on meeting these requirements. Excused absences for family matters, academic or athletic obligations, illness, or other approved reasons should be discussed with Program Advisors ahead of time when possible.

## **Dress Code:**

All Youth Council members must dress appropriately for all meetings, events, tours, and projects. This includes shirt, shoes, pants or shorts, and dresses. Articles of clothing with vulgar or inappropriate words or pictures are not allowed.

## **Electronics:**

Cell phones, laptops, and other electronic devices are allowed during Youth Council meetings and events; however, their use should be limited and not become a distraction to a Youth Council member's participation. At no time will The City of West Jordan be responsible for theft, loss, or damage to Youth Council member's electronic devices.

### **Code of Ethics:**

By joining the Youth Council, all members agree to abide by this Youth Council Code of Ethics. Members have a responsibility to the program, their fellow members, and themselves to meet all requirements laid out in this Policy and Procedures booklet.

1. Engage in all program meetings, events, and projects with a positive attitude and strong work ethic
2. Be courteous and respectful to all other members, Program Advisors, staff, guests, residents, and others
3. Foster an environment of cooperation, encouragement, and teamwork
4. Be present and on time for all Youth Council meetings and events
5. Follow all federal, state, and local laws
6. Practice tolerance and open-mindedness of all ideas, identities, cultures, religions, and beliefs.
7. Harassment and bullying will not be tolerated

### **Program Enrollment Review Process:**

It is the right of the Program Advisors to review attendance, participation, and member behavior throughout the program year. In the program advisor's judgment, if it is found that a member is not adequately fulfilling their responsibilities, Program Advisors, with adequate notice, may place a student on leave or dismiss a student from the program.



**The West Jordan City Council and City employees are committed to community safety, child safety, and the safety of any other parties with whom the Council engages. Because of this, we have included the following requirements within our program to create an safe and inclusive environment.**

- Parental consent is required for participation in the youth council program
- Local and federal background checks are required of all council members, volunteers, and city employees who are involved with youth council members
- All youth council members, council members, volunteers, and members of city staff involved with youth council will complete sexual harassment and discrimination training annually
- There is “zero tolerance” policy for any type of abuse and/or molestation and a process for reporting any conduct concerns of city council members, volunteers city employees, and youth council members. Any individuals violating this policy may be subject to civil liability or criminal prosecution for unlawful conduct
- Reporting process shall go through the City's Human Resources Office: (801) 569-5165
- One-on-one meetings and communication between a youth council members and a city council member, volunteer, or city employee are strictly prohibited. (This includes for purposes of transportation, meeting in a closed room, meeting up at events out of City business, etc.)
- A "three-person" rule exists in all youth council meetings, activities, events, etc. that applies to both city council members and youth council members, program advisors, and city council members
- All meetings with youth council members will be held in a public space, open-door room with windows, or other location with clear visibility that is not secluded or closed-off from visibility and public access
- Youth council members must maintain a “buddy system” when attending council meetings, activities, and other youth council-related events
- Parents are welcome to attend any meeting as an observer
- No regular activity will extend past 10:00 p.m. and there will be no overnight activities outside of the Youth Council Leadership Conference held at Utah State University in the spring
- The Youth Council may not attend this conference annually, and members are otherwise not required to attend this event to be selected for youth council.