



CITY OF MONTROSE  
**YOUTH CITY COUNCIL**  
**MANUAL**

City of Montrose  
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[cityofmontrose.org/Youth-Council](http://cityofmontrose.org/Youth-Council)

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## Montrose Youth City Council: The Voice of Montrose Youth

The Montrose Youth City Council (YCC) was established by the Montrose City Council to encourage greater youth participation in the city's government. The YCC is charged with actively advising City Council with thoughtful recommendations on issues concerning youth and assisting city staff in considering youth perspectives in its planning efforts. The specific goals of the Youth City Council program are:



- To help local youth acquire a greater knowledge of and appreciation for the American political system;
- To help the Montrose City Council solve problems and accomplish the community's goals by working directly with youth representatives;
- To serve the youth of this community by:
  - Informing the city government of the needs and wishes of the youth
  - Planning and implementing social, educational, cultural, and recreational activities for the youth
  - Working with the Montrose City Council, Montrose County School District, and other local organizations to provide new opportunities for Montrose youth

### Role of the Youth City Council

The Montrose Youth City Council provides a strong link to the community's youth and gives younger citizens a voice in policy and program decisions. It also provides youth with opportunities to give back to their community in the form of community service projects. Actions and statements by members assume special significance to the City Council. In order to achieve the established goals of the program, the Youth City Council:

- Attends regularly scheduled City Council meetings and assists with a variety of city-wide events;
- Provides an annual presentation to City Council, advising them on matters affecting youth, ongoing projects, and continued matters of discussion
- Makes specific recommendations for youth programs, activities, and opportunities to enhance youth engagement to city government
- Serves as a forum for the expansion of ideas, needs, concerns, and goals relating to community issues, particularly as they may affect youth
- Enlists community-wide participation in resolving youth concerns
- Initiates and encourages youth-driven service projects



## Membership and Recruiting

The Youth City Council is composed of 11 high school youth between the ages of 14-18 years old who represent a cross-section of youth attending school and/or residing in the city's boundaries. Members must have and maintain a grade point average of 3.0 or greater. The Montrose City Council appoints members after the candidate completes an application and interviews with City Council members. Members serve one-year terms and may reapply until they graduate from high school. Current members and active alternates who meet expectations will be given preference for reappointment year to year.

Youth City Council openings and requests for application are distributed at local schools, published in a variety of places, and advertised by word of mouth through Youth City Council members, social media, and City staff. Recruiting efforts will begin in May of each school year. Applications are due in mid-September with appointments occurring in October.

City Council members meet and interview all potential Youth City Council members at a regularly scheduled meeting of the Council and consider the approval of all members. The Youth City Council Coordinator(s) will inform all applicants of the City Council's decision.

Youth City Council members have an important role in their community and therefore accept responsibility for the following expectations:

- Making a commitment to attend all scheduled Youth City Council meetings; four absences are permitted and members must advise the Youth City Council Coordinator(s) if they are not able to attend a scheduled meeting at least 24 hours in advance (medical absences and extenuating circumstances will be evaluated and approved by the YCC Coordinator(s) on a case-by-case basis
- Maintaining individual conduct that positively reflects the values and mission of the Youth City Council and the City of Montrose
- Representing the Youth City Council at public meetings and events
- Attending Montrose City Council and other community meetings as requested
- Attending and assisting with two or more city-wide events each term
- Being a positive role model for the youth of the community
- Serving as needed on Youth Council projects and actively contributing skills and time as required



A Youth City Council member who is absent more than four times from regular meetings or who does not meet the above expectations may be removed and will forfeit scholarship monies for that term.

Youth Council Alternates: When there are more applicants than open positions on the Youth City Council, those not appointed may become alternates. Based upon their application and interview, a ranking will be determined. In the event a Youth City Council member is removed or voluntarily leaves, an alternate shall be appointed by the Youth Council Coordinator(s) and City Council Liaison at a regular Youth City Council meeting and/or City Council meeting. Alternates may be given voting rights during meetings when appointed members are absent.

Ad Hoc Members: Ad Hoc members can be Montrose residents 14 years of age or older. These members provide an important communication link to area schools and provide a mechanism for including additional youth resources on certain projects as needed. Ad Hoc members are non-voting members and may serve as long as requested. Ad Hoc members must be approved by the Youth City Council prior to participation.

City Council Liaison: Each term, a City Council member will serve as a liaison to the Youth City Council and will provide active communication between the City Council and Youth City Council on matters that affect that community's youth. They also provide community contact and resources, and serve as non-voting members on the council.

Youth Council Coordinator(s): A city staff member or members shall be assigned to serve as an advisor to the Youth City Council. The coordinator(s) will attend all Youth City Council meetings and events and will be involved in an advisory capacity in all council projects. In addition, the coordinator(s) will provide leadership and mentorship in the development of activities, civic education, and professional development. The Youth Council Coordinator(s) are charged with selecting the Mayor for each term in coordination with the group's outgoing Mayor.

## Official Roles and Responsibilities

Official roles are voted on by the Youth City Council at their first official meeting each term. Members may serve as an official of the board as well as a project leader if called upon by the council. They are expected to direct their efforts toward fulfilling their designated role for the proper functioning of the Council. Each member is a voting member of the council.

### Officers:

Mayor:

- Presides at all meetings of the Youth City Council
- Calls any special meetings in accordance with the Manual
- Assists Youth City Council Coordinator(s) with developing the meeting agenda
- Represents the Youth City Council at all ceremonies
- Attends four or more city-wide events throughout term
- Signs all documents of the Council and ensures all actions are taken properly
- Serves as community engagement/peer outreach leader with Mayor Pro-Tem
- Mentors new council members



#### Mayor Pro Tem:

- Performs all mayoral duties in the event the appointed Mayor is absent
- Keeps Youth City Council apprised of city events and community happenings
- Attends four or more city-wide events throughout term
- Serves as Montrose County liaison and attends County Commission meetings periodically
- Serves as community engagement/peer outreach leader with Mayor

#### Public Information Officer/ Communications Leader:

- Works with City of Montrose P.I.O. to create press releases for all major Youth City Council activities
- Serves as chief photographer and videographer
- Coordinates all Youth City Council social media and provides members with shareable content to assist community outreach efforts
- Creates and maintains a Youth City Council historical Google Drive with photos, articles, and other important media documenting the council's work

#### Secretary:

- Records and transcribes meeting minutes, including all motions and votes taken
- Sends meeting minutes to City Council and Youth City Council Coordinator(s) weekly
- Tracks attendance
- Sends post-meeting takeaway report to Youth City Council members weekly

#### Treasurer:

- Maintains the official budget spreadsheet for the Youth City Council
- Provides budget update reports to the Youth City Council prior to all major projects
- Manages receipts and invoices for Youth City Council purchases
- Work with Youth City Council Coordinator(s) to submit invoices and requisitions for payment as needed

## Projects and Project Leaders

The Youth City Council will discuss its vision and goals for each term at their annual retreat, held in October of each year. From this vision, the group will determine a list of key projects they would like to focus on throughout the term in coordination with the Montrose City Council. Project leaders will be appointed by the Youth City Council as needed to coordinate said projects.

#### Project Leader Expectations:

- Meet all deadlines and commitments to see the project through successfully
- Assemble a project team and designate an assistant if necessary
- Obtain assistance from Community members, City Council, Youth City Council Coordinator(s), and City staff as needed
- Report on project progress at Youth City Council meetings or as requested by the Mayor
- Schedule meetings as necessary to plan and complete project work outside of regular Youth City Council meeting times
- Report any issues or support needs to the Youth City Council Coordinator(s)

## Meetings

Youth City Council meetings are open to the public, where both youth and adults are welcome. Any change in meeting time or date must be voted on by the Youth City Council and properly posted on the Youth City Council web page, [www.cityofmontrose.org/Youth-Council](http://www.cityofmontrose.org/Youth-Council). Attendance is taken at each meeting and the attendance policy is enforced.

Upon application for an acceptance of appointment, Youth City Council members demonstrate their intention and ability to attend meetings of the Youth City Council. If an absence from a meeting is necessary, members must contact the Youth City Council Coordinator(s) at least 24 hours prior to a regular scheduled meeting. Exceptions will be made for medical absences or other circumstances on a case by case basis.

Youth City Council members are voting members and may reach decisions by consensus or a majority vote. Council members communicate the group's purpose and goals to other organizations and recruit ad-hoc members to assist in the Youth City Council's charge. Meeting agendas are developed by the Youth City Council Coordinator(s) with assistance from the Youth City Council Mayor to focus on the projects adopted for the year.

Regular Meetings: Youth City Council members are required to attend weekly regular meetings. The meeting day and time will be determined at the youth council's annual retreat. Meetings are held in the Centennial Meeting Room at City Hall, unless otherwise posted. Youth City Council members should conduct themselves in a professional manner at meetings and treat each other with respect. Rules of order shall be observed and the Mayor will preside over meetings.



Project Meetings: Project team members are required to participate in project meetings as called by project leaders. The frequency and duration of these meetings is determined by the timeline and complexity of the issue being addressed. The location for these meetings is determined based on what is convenient to those participating.



Annual Retreat: Members are required to participate in a yearly retreat with the City Council for setting projects and team building. This retreat will take place in October of each term.

City Council Meetings: Members will rotate attendance at each regularly scheduled City Council meeting and are required to attend all presentations by the Youth City Council to City Council.



Other Meetings: Youth City Council members may be required to attend other meetings during their terms. Examples of such meetings may include attendance at a conference, presentations to local groups or organizations, or conducting a survey at local schools.

## Procedure

Youth Council Manual: The Youth City Council may develop and adopt a Youth City Council Manual by a four-fifths (80%) vote. The Manual can be modified as needed by a four-fifths vote and must be presented to the Montrose City Council for final approval.

Motions and Resolutions: Motions and resolutions are approved by a majority vote of the Youth City Council. A majority is defined as one vote more than one half of the voting members who are present.



## Financing

The Youth City Council is assigned an annual budget as approved by the City Council. Funds are to be used for routine Youth City Council activities as well as special projects and community support and outreach. All expenditures must be submitted to the Treasurer and approved by the Youth Council Coordinator(s).

## Youth City Council Scholarship Program

In 2013, City Manager William Bell created a scholarship program for Youth City Council members in good standing. The program allows members of the Youth City Council to receive \$250 for each year served, up to \$1000, for use at an institution of higher education. Scholarship monies will be disbursed directly to the accredited institution of higher education, upon proof of enrollment, that the student chooses to attend. In the event that an institution of higher education cannot be contacted or will not accept the scholarship directly, the Youth City Council Coordinator(s) may obtain approval for disbursement directly to a parent or guardian from the City Manager. The Youth City Council Coordinator will facilitate disbursements with the City of Montrose Finance Department.

To be considered for a scholarship, a Youth City Council member must be in good standing with the following criteria and expectations met:

- Incur no more than four regular meeting absences within a one-year term as defined by the Youth City Council Manual (For graduating seniors, the term will end June 1st of the graduating year.)
- Attend, as requested, City of Montrose City Council meetings and other official city activities
- Attend or volunteer at two or more city events within a one-year term (Mayor/Mayor Pro-Tem must attend four)
- Maintain individual conduct that reflects positively upon the Youth City Council and the City of Montrose
- Always be willing to represent the Youth City Council at public meetings and events
- Display strong leadership skills and work ethic
- Serve as a positive role model for the youth of the community

If a Youth City Councilor is removed from the council due to absences, scholarship monies will be forfeit for that term only. If a Youth City Councilor is removed for misconduct, such as unlawful or inappropriate behavior, scholarship monies for all terms served may be forfeit.