



Mayor's Youth Council Application

The vision for the Mayor's Youth Council is to empower caring youth dedicated to personal development and servant leadership. If you are interested in applying for membership to the council, please complete the following application. Applicants must reside in Cadillac or a surrounding township, and be in grades 9 through 12. Home schoolers are welcome! All information must be completed in order to be considered for the Mayor's Youth Council.

Name: _____ Age: _____ Grade: _____

School: _____

Home Address: _____ E-Mail: _____

Home Phone: _____ Cell Phone: _____

Parent/Guardian Name: _____ Cell Phone: _____

Parent/Guardian E-Mail: _____

Please check all that apply:

_____ I have transportation to get to Youth Council meetings/events.

_____ I initiated my interest in this program.

_____ I was asked to apply for this position.

By whom? _____ Position: _____ Organization: _____

Why do you want to serve as a member of the Mayor's Youth Council?

What are the three most important issues to you, your friends, and your family concerning your neighborhood?

1. _____
2. _____
3. _____

Please list any other activities you will be involved in during the school year. Please include employment, sports, community, school, and any other clubs or extracurricular activities.

What personal skills and characteristics do you possess that would make you a good representative?

If you could bring one thing to this City or change one thing, what would it be?

Are you willing to attend the meetings, events and activities of the Youth Council for one year, and commit to making a difference in our city? Yes _____ No _____ (Regular meetings will be held monthly on the 3rd Wednesday from 4-5 p.m. at Cadillac's City Hall located at 200 N. Lake Street)

Are you interested in community service points for this project? Yes _____ No _____

Please list two adult references (non-relatives) with phone numbers. You must also attach letters of recommendation from these individuals. The letters must be no more than one page in length and typed.

1. _____

2. _____

I have read and understand the commitment required for the Mayor's Youth Council. I also realize the importance of teamwork and cooperation, and I am willing to make this commitment.

Student Signature: _____ Date: _____

Parent/Legal Guardian Permission: I give my permission for _____ to a position on the Mayor's Youth Council.

Signature of Parent/Legal Guardian: _____ Date: _____

Emergency Contact and Telephone Number: _____

Emergency Contact Relationship to Youth: _____



Mayor's Youth Council By-Laws
Amended August 16, 2017

Mission Statement - To provide Cadillac's youth with the opportunity to participate in a formal decision making process that addresses youth issues; promotes existing positive programs; and develops programs, projects and activities for the young people in the City of Cadillac thereby promoting and encouraging the youth to become effective leaders in the community by helping shape the future of the City of Cadillac.

ARTICLE I
MEMBERSHIP

Section 1 – Representation

A total of no more than nine (9) members will serve on the Cadillac Youth Council. The Cadillac Youth Council shall seek in its membership a diverse representation reflecting the community.

Section 2 – Membership Qualifications

All members must be between the ages of fourteen (14) to nineteen (19) years old and be enrolled in a high-school program (may be home schooled) in the City or surrounding townships.

Section 3 – Term Limits

Terms shall be for one year. Members may re-apply every year provided they meet the requirements under Section 2 of this Article.

Should a member relocate to another ward during their term, they may stay on the Youth Council until their term ends; however should a member relocate outside of the City of Cadillac, they may be removed from the Youth Council, and their position may be filled at the discretion of the Youth Council Advisory Committee*.

Section 4 – Application Process

Members of the Cadillac Youth Council shall be chosen through an application process as determined by the Youth Council Advisory Committee.

Section 5 – Appointment of Members

Interested parties shall complete a simple application form. The Youth Council Advisory Committee shall review applications and appoint the members of the Youth Council, which shall consist of no more than nine (9) members in total, two (2) from each of the City's four (4) wards and one (1) appointed by the Youth Council Advisory Committee as Mayor.

Section 6 – Conduct

Each member of the Cadillac Youth Council must conduct himself or herself in a positive, friendly, and law-abiding manner at all times. There will be no smoking, drinking alcoholic beverages, or using illegal drugs by any member of the Youth Council. Such behavior will not be tolerated and is ground for dismissal from the Youth Council.

ARTICLE II OFFICES

Section 1 – Offices

The Youth Council shall consist of the following positions:

- a. Youth Council Mayor – appointed by the Youth Council Advisory Committee
- b. Youth Council Mayor Pro-Tem – appointed by the Youth Council based on a majority vote of the Youth Council Members at their first meeting annually
- c. Youth Council Members (2) Representing Ward 1 of the City of Cadillac
- d. Youth Council Members (2) Representing Ward 2 of the City of Cadillac
- e. Youth Council Members (2) Representing Ward 3 of the City of Cadillac
- f. Youth Council Members (2) Representing Ward 4 of the City of Cadillac
- g. Youth Council Advisor – Council Member Antoinette Schippers as appointed by the Cadillac City Council
- h. Youth Council Clerk – Cadillac Jaycees Member
- i. Youth Council Community & Volunteer Coordinator
- j. Special Assistant to the Youth Council Advisor

Section 2 – Officer Duties

The duties of the officers shall be as follows:

- a. The Youth Council Advisor shall work closely with the Mayor of Cadillac, City Manager, and others in the development of programs for the Youth Council, and create the structure to foster a positive learning experience for the Youth Council.

- b. The Youth Council Mayor shall preside at the meetings of the Cadillac Youth Council and other Youth Council activities with the assistance of the Youth Council Advisor or their designee.
- c. The Youth Council Mayor Pro-Tem shall preside over the meetings of the Cadillac Youth Council with the assistance of the Youth Council Advisor or their designee when the Youth Council Mayor is absent.
- d. The Youth Council Clerk shall conduct the roll call at the start of the Youth Council meetings, determine whether there is a quorum, take meeting minutes, and maintain all documents.
- e. The Youth Council Community & Volunteer Coordinator shall develop opportunities for the Youth Council to participate in community service projects. This position may also supervise/chaperone various projects.
- f. Special Assistant to the Youth Council Advisor shall work closely with the Youth Council Advisor in the administration of the Youth Council. This position may be responsible for a variety of projects, such as managing social media accounts; supervising/chaperoning Youth Council activities; and other projects as assigned.

Section 3 – Vacancies of Youth Council Positions

Should a vacancy occur in an office of the Cadillac Youth Council by resignation, removal, or by some other reason, the Youth Council Advisory Committee will determine how it may be filled.

ARTICLE III MEETINGS

Section 1 – Regular Meetings

Regular meetings of the Cadillac Youth Council shall be held once a month on the third (3rd) Wednesday of the month, between the hours of 4:00 to 5:00 PM. The principal meeting place of the Youth Council shall be at Cadillac City Hall located at 200 N. Lake Street, and Robert's Rules of Order shall govern the proceedings of the Youth Council in all cases to which they are applicable, and in which they are not inconsistent with these by-laws.

Section 2 – Open Meetings

All meetings of the Youth Council shall be open to the public.

Section 4 – Quorum

The presence of a majority of the entire membership of the Youth Council shall constitute a quorum for a meeting of the Youth Council. A quorum is necessary to transact official business at any meeting.

Section 5 – Voting

The affirmative vote of a majority of the members present shall be necessary to adopt a recommendation to be forwarded to the Cadillac City Council for review and/or possible action.

Section 6 – Order of Business

The Youth Council Mayor, or Youth Council Mayor Pro-Tem when applicable, will call the meeting to order. Before proceeding, the roll of the members shall be called, and the names of those present and absent will be entered in the minutes. The order of the business shall be:

Call to Order & Pledge of Allegiance

Roll Call

- a. Community Youth Comments (3-minute limit per commenter)
- b. Approval of the Minutes of the Previous Meeting
- c. Matters for Consideration
- d. Old business
- e. Good of the Order
- f. Adjournment

Section 7 – Minutes of Meetings

Minutes of the Youth Council shall be taken and maintained by the Youth Council Clerk.

Section 8 – Conduct of Members

No member of the Youth Council shall interfere with the orderly progress of the meeting by leaving his or her seat or engaging in unnecessary conversation.

Section 9 – Attendance

Attendance at regular Youth Council meetings is expected from all members. If a member cannot attend due to sickness or for a duly-authorized reason, the member shall notify the Youth Council Advisor. Any member who fails to appear and answer to his or her name when the roll is called at any regular meeting or special meeting shall be recorded as absent (excused or unexcused). Any member of the Cadillac Youth Council who missed three meetings (excused or unexcused) may be removed from the Youth Council by the Youth Council Advisor.

Section 10 – Participation

All Youth Council members are expected to regularly engage and speak during meetings. All Youth Council members are also expected to actively engage in organized community service projects, volunteer opportunities and activities where you represent the Youth Council.

ARTICLE IV BY-LAWS AND AMENDMENTS

Section 1 – By-Laws and Amendments

The Youth Council may make recommendations to the Youth Council Advisory Committee regarding amendments to these by-laws.

The Youth Council Advisory Committee may amend these by-laws with or without recommendations from the Youth Council.

**Youth Council Advisory Committee- Comprised of the Cadillac City Council Member appointed by the City Council as the Youth Council Advisor, Mayor, community volunteers, and city staff serving as resources, the purpose of the Committee is to assist the Youth Council Advisor in the management of the Youth Council.*