

Town of Florence



Community Services

## **FLORENCE YOUTH COMMISSION**

*"Leaders of tomorrow, serving today"*

*"Today's students, tomorrow's leaders"*

### **Youth Commission Guide**

Goals, Application & Bylaws

# Town of Florence Youth Commission Information



## Goals:

- Educate youth in the operation of town government and give them a meaningful voice
- Provide a link to the Mayor and Council by representing our community's youth
- Express their concerns, needs and suggestions to Town officials
- Recommend policies and programs to Mayor and Council which would benefit all Florence youth
- Increase knowledge and opportunity of civic education through hands-on experience
- Research and recommend valuable partnerships within the community
- Promote and assume an active role in the exchange of information on youth development

## Benefits:

- Develop leadership skills
- Learn responsibility and accountability
- Networking and develop new friendships
- Personal development
- Strengthen resumes for scholarships, higher education and future work opportunities
- Serve as a voice for the youth in our community
- Serve as a youth advocate
- Increased understanding of government functions
- Increased understanding of future government employment opportunities
- Impact the community with recommendations and observations on teen issues and concerns
- Direct line to decision makers in the community

## Mission Statement:

- (To be determined by the first Youth Commission)



## Town of Florence Youth Commission Application

The Florence Youth Commission is open to all high school aged students living in Florence. This includes but is not limited to Florence Unified School District, online secondary schools or secondary charter schools. Students must be in grades 9-12 and/or between the ages of 14-18. **Deadline to submit applications is Friday, August 31, 2018.** Applications may be submitted at the Florence Library and Community Center, 778 N. Main Street or mailed to: Florence Youth Commission, c/o Florence Community Services Department, P.O. Box 2670, Florence, AZ 85132.

Full Name: \_\_\_\_\_ Male \_\_\_\_ Female \_\_\_\_

Home Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Grade \_\_\_\_\_ School \_\_\_\_\_

E-mail: \_\_\_\_\_

Parent or Guardian Name(s): \_\_\_\_\_

**"I give my permission for \_\_\_\_\_ to apply to the Town  
of Florence Youth Commission."**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Contact Number: \_\_\_\_\_

Parent Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**Applicant Questions:**

How did you hear about the Florence Youth Commission? (Please circle any that apply)

Parent                                      Friend                                      Media (which one) \_\_\_\_\_  
Mayor/Council                              School                                      Other: \_\_\_\_\_

Why are you applying to serve on the Florence Youth Commission?

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What interests and talents would you bring to the Youth Commission if you are selected?

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What are three main issues facing the youth in Florence?

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List your community or school volunteer and/or work experience(s).

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What is your vision or expectations of the Florence Youth Commission?

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List two adult (non-relatives) references who would recommend you for the Youth Commission. This could be a teacher, employer, community member or a family friend.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_

Email: \_\_\_\_\_

**NOTE:** Selected members of the Florence Youth Commission must attend regular monthly meetings (and others as decided by the commission), and be an active participant in the Commission and selected activities. Members can be removed from the Commission after three unexcused absences. Your signature below indicates you agree and understand the duties and responsibilities of a Florence Youth Commission member.

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Print Name

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Signature

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Date



# Town of Florence Youth Commission Bylaws

## **ARTICLE I**

### **Section 1 – Representation**

The Town of Florence Youth Commission seeks a diverse membership from the Florence community to represent our youth. Local high school aged students are encouraged to apply.

### **Section 2 – Goals and Purposes**

The Youth Commission will serve as a link between the youth of Florence, the community and Town Council. Members will be responsible for communication between youth and adults to improve teen activities, observations and develop leadership skills among Florence teens.

### **Section 3 – Membership Qualifications**

All members must live within the town limits of Florence, be between the ages of 14 – 18 years old (or be in the 9<sup>th</sup> to 12<sup>th</sup> grade) and have at least a 2.00 GPA.

### **Section 4 – Term Limits**

One two year term of service is expected but members may remain on the Youth Commission until they graduate from high school or have their 19<sup>th</sup> birthday.

### **Section 5 – Appointment of Members**

The Mayor and Town Council will appoint the members of the Youth Commission. The Mayor and Council member may appoint five applicants and two alternates to the Commission. The Community Services Department staff and Parks and Recreation Advisory Board Members will make recommendations to the Mayor and Council.

### **Section 6 – Orientation**

New members of the Youth Commission are required to attend a training orientation upon appointment to the Commission.

### **Section 7 – Conduct**

All members of the Florence Youth Commission will conduct themselves in a positive, professional manner at all times. Behavior such as smoking, consuming alcohol or using illegal drugs will not be tolerated and are grounds for immediate dismissal.

## **ARTICLE II**

### **OFFICES**

#### **Section 1 – Offices**

The Recreation Superintendent shall serve as temporary chair in order to elect the officers. The Commission shall elect a Chairperson, Vice Chairperson, and Secretary. The candidate receiving a majority vote from Commission members is elected.

#### **Section 2 – Officer Duties**

The duties of the officers shall be as follows:

- a. The Chairperson shall preside at the meetings of the Florence Youth Commission and administer the affairs of the Youth Commission, with assistance from the Community Services Department. The Chairperson shall perform such other duties as provided by these bylaws and/or by direction from the Florence Town Council.
- b. The Vice Chair shall perform the duties and exercise the power of the Chair during the absence or by request of the Chair.
- c. The Secretary shall determine a quorum for the meeting and take meeting notes. The Secretary conducts roll call at the start of each meeting. The Secretary shall preside and perform the duties and exercise the power of the Chair during the absence of both the Chair and the Vice Chair.

#### **Section 3 – Election of Officers**

Youth Commission Officers shall be elected annually. The officers shall be elected by a majority vote of the Commission members present.

#### **Section 4 – Term of Officers**

The term of all officers is one year. However, all officers shall continue to hold office until their successors are elected. Officers shall be elected at the first Youth Commission meeting each year.

#### **Section 5 – Vacancies of Officers**

Should a vacancy occur in an office of the Florence Youth Commission for any reason, the office shall be filled by an election at the next regular meeting of the Commission.

## **ARTICLE III**

### **MEETINGS**

#### **Section 1 – Regular Meetings Procedures**

Regular meetings of the Florence Youth Commission will be held once a month at a day and time determined by its members. The principal meeting place of the Youth Commission will be the Florence Community Center. Before convening a Commission meeting, the Recreation Coordinator shall inform the Town Clerk of the meeting subject matter. The Town Clerk shall give public notice of the meeting in accordance with the requirements of the Arizona Open Meetings Law. This notice shall include posting on the Town of Florence official website.

#### **Section 2 – Special Meetings**

The Commission Chairperson may call a Special Meeting with approval from the Recreation Superintendent. Request for Special Meetings shall be sent to the Town Clerk at least 48 hours in advance of the meeting. This request shall include the reason or reasons for requesting the Special Meeting. The Recreation Superintendent shall notify each member of the Commission via electronic mail or by telephone.

#### **Section 3 – Open Meetings**

All meetings of the Town of Florence Youth Commission are open to the public and subject to all requirements of the Arizona's Open Meeting Laws.

#### **Section 4 – Quorum**

The presence of a majority of the entire membership of Florence Youth Commission shall constitute a quorum at its meetings. A quorum is required to conduct official Commission business at any meeting.

#### **Section 5 – Voting**

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

#### **Section 6 – Order of Business**

The Chairperson of the Youth Commission shall call the members of the Commission to order. Before proceeding to business, the roll of the members shall be called, and the names of those present (and absent) entered in the minutes. If a quorum is present, the order of the business shall be:

- a. Pledge of Allegiance
- b. Roll call
- c. Approval of the minutes of the previous meeting
- c. Call to the Public
- d. Matters for consideration (new and old business)
- f. Adjournment

### **Section 7 – Recordings of Meetings**

The proceedings of the Youth Commission shall be recorded by Community Services Department representative(s). Records shall be preserved in accordance with procedures established by the Town Clerk.

### **Section 8 – Conduct of Members**

No member of the Youth Commission shall interfere with the orderly progress of the meeting by leaving his or her seat or engaging in unnecessary conversation. Any member responsible for any unprofessional conduct will be *excused* from the rest of the meeting and reported to the Recreation Coordinator. Members will be removed from the Commission for three *excuses*.

A Commission member may lose eligibility under the Conduct of Members for any of the following behaviors:

- possession, use, or purchase of tobacco products
- possession, use, or purchase of alcoholic beverages, including beer and wine (“use” included having the odor of alcohol on one’s breath)
- possession, use, or purchase of illegal drugs or the unauthorized possession, use, sale or purchase of otherwise lawful drugs
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s)
- inappropriate or offensive conduct such as fighting, hazing or harassment of others, or insubordination - refusing to cooperate with staff to the point that a Town employee is involved at the scene or law enforcement is called to resolve the situation
- posting inappropriate or offensive material on a social media website (i.e. Twitter, Facebook, Instagram, YouTube, Snap Chat, etc.) that would be accessible to the general public

### **Section 9 – Attendance**

Attendance at all Youth Commission meetings and activities is expected from all members. Arriving on time (punctuality) is also expected. If a member cannot attend due to sickness or other legitimate reason, the member must notify the Recreation Superintendent who shall notify the Youth Commission Chair. 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 who has misses 75% of required 12 meetings and 50% of sanctioned events, or three consecutive regular meetings (excused or unexcused) shall be reported back to their Town Council representative and subject to removal.

## **ARTICLE IV**

### **TOWN COUNCIL ROLE**

#### **Section 1 – Role of Town Council**

The Florence Town Council shall receive and consider recommendations from the Florence Youth Commission. The Town Council shall provide support staff to the Youth Commission to assist it in carrying out its duties. The Town Council shall communicate upcoming issues to the

Youth Commission so it may review and respond accordingly. The Town of Florence Town Council reserves the right to amend or disband the Youth Commission at any time.

## ***ARTICLE V***

### **BYLAWS AND AMENDMENTS**

#### **Section 1 – Bylaws and Amendments**

The Youth Commission bylaws shall be reviewed once annually. The bylaws may be amended at a regular stated meeting under these conditions: a majority of the Commission members approve the amendment in a roll call vote; the amendment is part of the meeting agenda and the members were notified in writing. Final approval of bylaws and amendments must come from the Town of Florence Town Council in order to take effect.

## ***ARTICLE VI***

### **REWARDS AND RECOGNITION**

#### **Section 1 – Rewards and Recognition**

The Town of Florence Town Council will determine an appropriate method for recognizing successful participation in the Florence Youth Commission. A decision will be made at the end of each appointee's annual term to determine how they will be recognized for their hard work and dedication. Representatives from Community Services will assist and recommend to the Mayor and Council members methods to recognize and reward Commission members.