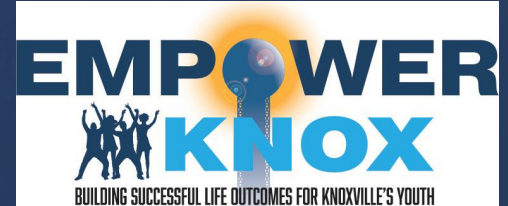


Mayor's Youth Council of Knoxville

An Empower Knox Initiative

Policies and Procedures



Purpose

The Mayor's Youth Council was established in 2021 to create a platform for high-performing and high-potential young people to have meaningful and effective roles in the City's policy and decision-making processes. Council members will collaboratively identify and address issues around community organizing, leadership and advocacy. As representatives of Knoxville's youth, Council members will be responsible for elevating all youth voices through consistent communication with other youth.

Mission

To serve as ambassadors for Knoxville's youth and to enact lasting change in the City and beyond, using youth voices to identify and help address the ever-changing challenges the City is facing, and to support the Mayor to make our City a safer, inclusive, and better Knoxville.

Values

***Self-Reliance Integrity Relationships Leadership
Passion***

Important Contact Information

Council Liaisons

Kathy Mack - Community Engagement Manager

kmack@knoxvilletn.gov (865) 215-3524 office (865) 684-6565 (c)

Emily Norris - Empower Knox Intern

enorri10@vols.utk.edu (770) 331-9868 (c)

Community Empowerment Department

Dr. Charles F. Lomax, Jr. - Director

clomax@knoxvilletn.gov (865) 215-2536

Debbie Sharp - Office of Neighborhood Empowerment

dsharp@knoxvilletn.gov (865) 215-3232

Tatia Harris - Title VI, Diversity, and Inclusion

tharris@knoxvilletn.gov (865) 215-2831

Tiffany Davidson - Police Advisory & Review Committee (PARC)

tdavidson@knoxvilletn.gov (865) 215-3869

3-1-1 City Services Hotline

2-1-1 Local Resource Hotline

National Suicide Prevention Hotline 1-800-273-8255

East Tennessee Valley Crime Stoppers 1-800-222-TIPS (8477)

I. Conduct and Responsibilities

Mayor's Youth Council members represent the youth of Knoxville and the Mayor, and as such, are expected to demonstrate respect for themselves and others, integrity, good humor, and high ethical standards.

Members' responsibilities are to:

- Fully engage in the process of effecting community change
- Listen actively to other Council members when you are not speaking, as you would expect the same from them.
- If you disagree with someone else's opinion or idea, allow them to finish speaking before you raise your hand to express your opinion.
- When disagreeing, be sure to disagree with the IDEA not the person.
- Communicate with Council Liaisons when absences are necessary.
- Conduct themselves in a positive, friendly and law-abiding manner at all times. Drinking alcoholic beverages or use of illegal drugs by any member of the Youth Council will not be tolerated and is grounds for dismissal from the Youth Council
- Rules of Engagement:
 - Always use "I" statements
 - Act "care"fully
 - Act "mind"fully
 - Never do with one what you can do with two or three.
 - Tap in on time
 - Plan for a cushion
 - Tap out on time
 - Check your list twice
 - Read up and eat up!
 - Be an organized organizer!
- Council Liaisons are there for support in council and non-council related ways, as possible. Feel free to reach out with questions, concerns, challenges, and celebrations.

The Youth Council shall also have the duty and responsibility to:

- Evaluate/Review challenges facing youth in the city
- Facilitate neighborhood meetings with youth to discuss problems, needs, suggested improvements for our community
- Meet regularly with the mayor and city council to share ideas, discuss issues, concerns, and needed improvements
- Attend City Council meetings as requested and participate in vision and goal sessions
- Attendance of a minimum of 2 Youth Council members at each City Council meeting
- Present project and program recommendations to the Mayor and City Council
- Assist in planning youth events for City of Knoxville
- Evaluate issues forwarded to the youth council and advise city council and the Mayor

II. Application Process

- **Council Eligibility:** All applicants must be residents of Knox County, and must be students in 8th - 11th grade.
- **Membership Terms:** Council members will serve a one-year term from their date of selection. They may elect to reapply for further terms provided they maintain eligibility.
- **Application Availability:** Applications are accessed online and will be made available during the identified application period.
- **Selection Process:** Applications and short answer questions are reviewed and interviews may be conducted with the selected applicants. The review panel may include City officials, community members, and a member of the Youth Council. Once the review process is completed, all applicants are notified of their status.
- **Diversity:** The Youth Council shall seek diverse and equitable representation in its members, reflecting the greater community engaging High Performing and High Potential Youth.
- **Vacancies:** If a seat on the council becomes vacant outside of the application period, members of the Community Empowerment Department may select a candidate for the seat from the alternates identified during the previous selection process or from other outside notable recommendations included but not limited to City Council Members, Community Memerbers and present Youth Council Members.

III. Organizational Structure and Roles

- The Mayor's Youth Council is made up of 12 students who are residents of Knox County.
- The Council will be divided into Action Committees that will be formed around identified community challenges the Council would like to address. These issues will be identified in the summer session and action will begin in the fall session.
- Members may serve on multiple committees.
- A General Committee will be responsible for council activities such as public forums, social media, community involvement, and may assist with other committee projects as well. The General Committee will also be responsible for promoting the broader goals of the council, including equity and inclusion.
- General Committee Members will be assigned the following roles:
 - Planning: in charge of planning future meetings and events
 - Council Communications: responsible for managing the youth council reminders and sending of announcements
 - Attendance: in charge of documenting attendance at meetings and reminding council members of future meetings/events
 - Government Relations: in charge of providing updates and progress reports to the city government after meetings/events
 - Public Relations: in charge of managing social media, newsletter, blog, and any other forms of public communication
 - Secretary: Coordinate record keeping, collects notes taken, plans, public releases, attendance records, and communications to the government
 - Finance Secretary: Responsible for tracking and reporting expenditures against the Mayor's Youth Council budget
 - Action Committee Liaison: Responsible for compiling a brief summary of each action committee's progress and providing it to the planning team

IV. Meetings and Attendance

- A minimum of 7 council members must be present to hold a General Meeting
- If less than 7 council members are present, the meeting shall be suspended and rescheduled to an agreed date.
- One General Council Meeting shall be held each month. All members are required to attend. Meetings will be held at various community centers.
- If a council member misses a meeting, the person in charge of attendance shall notify that member of their absence and remind that member to come to the next meeting.
- If a council member misses two meetings without notifying the council, they shall be considered for expulsion
- Meetings missed due to inclement weather, illness, or injury, etc. are excused absences, but must be communicated to a Council Liaison.
- Under the threat of poor weather conditions or safety threats, the meeting shall instead take place virtually.
- Action Committees shall establish their own meeting times and frequency, and shall report to the secretary monthly on their meeting schedule.
- Do not take photos, videos, or recordings during a council meeting unless with permission of a Council Liaison.
- Do not share notes taken during council meetings with persons outside of the council or Community Empowerment Department without permission.
- Abstain from the usage of personal devices (such as phones, tablets, and laptops) during council meetings except during planned breaks or when communicating with a parent/guardian.

V. Voting and Decision Making

- The Youth Council will follow the **Robert Rules of Order** for decision making.

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.*
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.*
- Only one thing (motion) can be discussed at a time.*

https://assembly.cornell.edu/sites/default/files/roberts_rules_simplified.pdf

Basic Roberts Rules Of Order

For use for reference during meetings

AGENDAS A typical agenda includes...	TYPICAL LANGUAGE USED BY PERSON RUNNING MEETING	HANDLING MOTIONS
Call To Order	"I call this meeting to order"	Member says, "I move that....". Another member seconds the motion, or chair asks, "Is there a second?" Chair states motion and asks for discussion.
Roll Call	"Will the secretary please do roll call?" "We have a quorum. Will the secretary please read the minutes of the last meeting"	Members enter into a debate. Make of motion has first right of floor. Debate only on merits of motion. Debate is closed when no members seek further discussion.
Reading & Approval of Minutes	"Are there any corrections to the minutes?" "If there are no corrections, the minutes stand approved".	Chair puts motion to vote. Chair announces results of vote.
Reports of Officers	"We'll now move to the officer's reports. Will the treasurer, Jane Doe please read/submit their report." "Are there any questions concerning the treasurer's report? (if none) Will the Vice President now give their report?"	
Unfinished Business	"We'll now move on to unfinished business. At the last meeting..."	
New Business	"The meeting is now open for new business" "It has been moved and seconded that.....Is there any further discussion?" "We will now vote on that motion that...Al in favor say "Aye". All opposed say "Nay". The motion has passed.	
Announcements	"Are there any announcements?" The next meeting will be held on....."	
Adjournment	"May I please have a motion to adjourn the meeting?"	

WHAT MINUTES MUST INCLUDE

- The kind of meeting begin held..regular, special, etc.
- The name of club
- Date, time and place of meeting
- Names of person running meeting
- Names of everyone in attendance.
- Approval of past meeting minutes with any corrections.
- Summaries of reports from officers.
- Exact final working of all motions with names of movers and seconds.
- Results of all votes.
- Points of order raised an appeals made, with the chair's ruling on each.
- Announcements.
- The time of adjournment.
- The signature of the secretary or person who took minutes.