



Youth Leadership Council Handbook

2016/2017

Introduction

This is the first year for the City of Lake Oswego's Youth Leadership Council. The purpose of the Council is to involve local high school students in a forum where they can exchange diverse opinions on matters of importance to their peer group and City Council in a safe and non-judgmental atmosphere. High school youth who live in Lake Oswego will give teens a voice and a stake in their Lake Oswego community. The Youth Leadership Council will be moderated by city staff, but it will be led by youth. The founding members of the Youth Leadership Council will have a strong hand in shaping the group's purpose, activities, structure, and other groundwork.

The Youth Leadership Council will consist of five members who must be of high school age and reside in the City of Lake Oswego. Select members of the City Council and City staff will select the founding members through an interview process. Youth Leadership Council members will appoint new members thereafter.

Youth Leadership Council members can determine their goals based on youth needs in Lake Oswego. This program is designed to be led by youth, which includes establishing the structure and mission of this program, and determining how they will best interact with youth in the community. The City Council encourages the youth to engage them whenever youth have an opinion and feedback on City issues. City Council and staff will also provide guidance, mentorship, and assistance.

The Program

The Youth Leadership Council is an advisory board made up of five teens that live in Lake Oswego and want to serve and engage in their community.

Meetings

Meeting details will be determined by the founding youth members. It is suggested that for the first year meetings run in concurrence with the school year, from September to June, and Youth



Leadership Council should meet at least once per month. The frequency, length and type of meeting will be determined by the founding Youth Leadership Council.

City Awareness

City Council wants to youth to be engaged in City issues, especially those that impact teens. This objective can be achieved by requiring youth councilors to attend at least one board, commission, or council meeting in the calendar year. By attending council and committee meetings, youth can actively learn and participate in the delivery of municipal services. Attendance also informs youth about current city issues, which creates opportunities for youth to present their feedback to the City. Again, any policies to increase youth awareness will be left to the youth council members.

Youth Leadership Council members should also consider additional activities to interact with City Council. With the assistance of City staff and through consultation with other Youth Councils, the founding youth council will establish activity priorities.

Youth Leadership Council Events

At the beginning of the school year, the Youth Leadership Council will plan events for the upcoming year. Events will be scheduled based on what youth councilors believe are current pressing needs. City Council and staff will work with the founding youth members to suggest events and activities.

Community Events

The Youth Leadership Councilors are encouraged to have an active role in community events such as parades, ribbon cuttings, and ground breaking ceremonies. Youth Leadership Council members can talk with City staff about upcoming events.

Council Expectations, Bylaws and Codes of Conduct

The founding Youth Leadership Council will establish council expectations, bylaws, and codes of conduct with the approval and oversight of the City Council. Staff will also assist by providing suggestions and support. This section of the Handbook will be left blank until such time. Other sections for consideration of inclusion in this handbook include process of member



discipline/removal and defined leadership roles of the councilors. Neighboring cities' youth councils (Happy Valley, Hillsboro, Tigard, Beaverton, and Tualatin) can provide examples.

Selection Process

Select members of the City Council and City staff will select the founding members of the Youth Leadership Council. It is suggested that the Youth Leadership Council consist of both upper and lower classmen. This allows the older youth to mentor the younger youth. It will also allow the Youth Leadership Council to have experienced members who have sat on the council since they were freshmen. Thereafter, the Youth Leadership Council will determine the recruitment and selection process for new members.

For the founding year, the City of Lake Oswego will advertise the Youth Leadership Council opportunity to the community and request that interested youth complete an application by a set deadline. After the deadline, select members of the City Council and City staff will review the applications to determine who will be invited for an interview. At the conclusion of the interview process, the interview panel will select five members to serve on the Youth Leadership Council.