



# Youth Council Development Guide

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## Introduction

A municipal youth council prepares young people to be future civic leaders. This youth council development guide is a roadmap for creating a youth council. Follow these steps to capitalize on the innovations and charisma that youth offer. We've included samples of documents used by cities around the state.

The Florida League of Cities (FLC) would like to thank the following Florida governments for providing information on their youth councils: Alachua, Belleview, Cape Coral, Dania Beach, Fort Pierce, Gulf Breeze, Ocoee, Naples, Palatka, Pinecrest and Tampa.

For more information on forming a youth council, contact **Eryn Russell**.



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# Preliminary questions to answer

**Q:** What is a youth council?

**A:**

- A youth council is a municipal-created group, typically composed of high school students, engaged in their local government and representing youth voices within the municipality.
- Some youth councils are created to be advisory boards to advise the local governing body and its affiliated advisory and regulatory boards on youth issues.
- Youth councils can implement and participate in youth-identified community initiatives.

**Q:** Why create a youth council?

**A:**

- Young people represent over 22% of the U.S. population.
- Youth councils promote regular and active civic engagement among young people in your municipality.
- Youth councils foster communication and collaboration between the municipal government and youth in a municipality.

**Q:** How do youth councils promote civic engagement?

**A:**

- Give youth a formal role in local government.
- Offer real-world experiences with elected and advisory bodies.
- Help develop leadership skills and learn how local government operates.
- Increase communication between youth and adults.
- Increase youth volunteerism.

**Q:** Who benefits from a youth council?

**A:**

**Youth:**

- Their voices are heard in local government.
- They will understand the value of public service.
- Their service is a bonus activity for college and scholarship applications.

**Elected officials and city staff:**

- They create relationships with youth across the municipality.
- They receive input about initiatives or programs related to youth.
- They build future leaders for their municipality.

**Q:** Is your community ready?

**A:**

**The following are indicators:**

- Local leaders recognize the need for youth insight in public decision-making.
- Local leaders are willing to create programs or adopt ordinances to promote youth involvement in the local government.

# How to get started

## Talk about the why

- The first step is to think through the purpose and role of the youth council.
  - Youth councils may advise your council/commission on youth issues, implement initiatives or events to reach other youth, participate in community service or be a forum to grow future local government leaders.
  - Youth will become valued participants in your municipality's work.
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## Determine the best overseer

- Find leaders who are passionate about youth and willing to let them lead.
- Consider placing the youth council with a staff person who can provide long-term sustainability.
- Some municipalities have an elected official serve as the overseer or as a liaison between the youth council and City Council.
- Other options include local 4-H offices, school districts or high schools, or local civic or youth organizations.

# Align the council within the municipality

- The youth council should be aligned with the elected body or a municipal department to house the youth council's meetings and funding initiatives.
- The youth council should be considered an essential part of the local government structure.
- A youth council can be designed as a municipal program or advisory board. An advisory board makes recommendations to the City Council/Commission on matters that are pending official action.

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# Advisory boards

- Some youth councils are created as municipal advisory boards to advise the City Council/Commission on matters of public concern in the community.
- Advisory boards fall under the Sunshine Law, and youth council members must be advised on the rules regarding public meetings and public records laws.
- Work with your municipal attorney to establish training for youth council members. Training on public record laws, Sunshine Law, ethics, gift laws and voting conflicts may be beneficial or required for youth councils serving as municipal advisory boards.
- Work with your municipal attorney to determine if your council members serving as members of a municipal advisory board are required to file financial disclosures.

# Determine youth needs

- Assemble youth to share their ideas about the needs of youth in their municipality and how a municipal youth council would benefit youth and the broader community.
  - Talk with a local school guidance counselor, a volunteer at your recreation center and a youth pastor.
  - Learn what issues youth face and ask about challenges your municipality might experience working with local youth.
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# Make it official

- A locality may adopt a resolution or ordinance establishing a youth council.
- Seek the advice and counsel of your attorney.
- Items in a resolution/ordinance establishing council
  - Establishment of the youth council
  - Mission
  - Membership and qualification
  - Length of terms
  - Application process
  - Organizational and leadership structure
  - Budget: How will it be funded, and will you allow sponsorships and fundraising?

*Appendix 1, 2, 3, 4: City of Palatka's Youth Ambassador Program Overview, City of Dania Beach's Bylaws (advisory board), City of Gulf Breeze's Resolution and Ordinance Establishing a Youth Council, City of Cape Coral Application*



# The money side



## Plan your budget

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### Many expenses can be in kind:

- Email accounts
- Meeting space
- Paper copies
- Placement of a youth council page on the municipality's website.

### Determine if the council will receive funds through any of these or a combination of these or other sources:

- The municipal budget
- A line-item allocation
- Donations and sponsorships
- Raised funds

## Expenses to consider

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### Staff time.

- If this is a new venture, is there the capacity to take on the responsibility with existing staff, or will part-time staff or a stipend be required?

### Travel opportunities.

- Consider how to fund attendance at events hosted by the Florida League of Cities or National League of Cities.

### Meetings and special events.

- Consider expenses such as meeting supplies, youth council shirts, name tags and items needed for special events.
- Even simple events like a cleanup activity will require trash bags and gloves.
- A local restaurant might provide meals for youth council meetings.

# Membership criteria

## Determine membership criteria

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- Many councils are for high school students only (grades 9-12), but some include all ages or middle school students (grades 6-8).
  - Consider that finding activities that interest both 11-year-olds and 18-year-olds can be challenging.
- Consider including representatives from all local high schools, including private, charter and home schools.
- Recruit from a variety of geographic areas.
  - Determine if the geographic area is limited to city limits.
  - If you recruit through the schools, consider that not all youth in the district live inside the city limits.

## Consider diversity

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- Consider not only racial, gender and socio-economic balance but also the diversity of interests, activities and academic levels.
- Student government leaders in schools are great additions, but seek to balance your councils with youth from a broad spectrum of backgrounds, talents and interests.
- Consider requiring youth to have a minimum, good grade point average and/or a maximum number of unexcused school absences.
- If students do not meet these requirements, some youth councils require an essay about why they should be considered for the program regardless.

## State your expectations

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- Create information about the time and involvement youth are expected to give.
- Explain how often the group will meet.
- Explain how often members will participate in service and community projects.

## Selection

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- Determine who will serve on the selection committee. Consider including youth.
- Thoroughly evaluate applicants in a competitive process. You may wish to hold interviews, in person or over the phone, to narrow down prospective candidates.
- Determine the criteria you will use if more youth apply than can be included.

*Appendix 5: City of Tampa's Selection Criteria*

# Recruitment

## Advertising

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- Have youth share information via social media tools to reach their peers.
- Advertise in local newspapers/publications.
- Put flyers up in schools or popular youth spots.
- Ask local radio stations to make a short plug on air.
- Consider a flyer in your municipality's utility bills, newsletters and websites.

## Recruitment partners

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### Work with schools:

- Ask teachers to share information about the purpose of youth councils and details on applying.
- Ask school counselors to solicit applications.
- Request an assembly where the youth council contact person can discuss specifics with potential candidates.
- Develop posters or flyers for classrooms and counselors' offices.
- Post information on websites visited frequently by youth (e.g., school websites, Facebook, etc.)

### Work with parents:

- Send a letter to all parents/guardians describing the purpose and goals of the youth council, the application and selection process and a contact person for further questions.
- Use municipal social media to reach parents whose children might want to apply.

### Use elected officials:

- Council/Commission members can attend civics and government classes to discuss the youth council.
- They can make morning school announcements, including information on the council formation.

## Other recruitment channels

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- Local religious leaders
- Chamber of Commerce leaders
- Community center leaders
- 4-H club, Boys and Girls Clubs, Girl or Boy Scouts groups, etc.

Appendix 6: *City of Belleview's Program Flyer*

# Before your first meeting



## Announcement

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- Return to schools to acknowledge the selected members.
- Send acceptance letters and/or make congratulatory phone calls.
- The decision could be honored through a formal vote by the council members or commissioners.
- A polite letter should be sent to all applicants who were not selected, and it should encourage them to apply again.

## Orientation

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- Plan activities to allow members to learn about each other and the youth council liaison.
- Find out what issues are important to teens.
- Ask the mayor or a council member/commissioner to speak with members to let members know their input is valued.
- If your youth council is an advisory board, have your attorney share information on public meetings and public records law. Consider providing youth with municipal email accounts so all electronic communication is retained in accordance with Florida's public record requirements.

## Consider transportation

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- Youth in more rural and/or low-income neighborhoods might not have reliable transportation.
- Consider options such as:
  - Free bus passes
  - A van to pick up those needing rides
  - Coordination of transportation among parents.

Appendix 7: *City of Alachua's Presentation on Sunshine Laws*

# Meeting Agendas

## First meeting

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- Establish the council as a safe, fun forum.
- Youth can participate in an icebreaker activity and team-building exercises.
- Members should learn more about the purpose and mission of the youth council.
- Members should discuss member/meeting requirements. Members should be able to contribute their ideas.
- If desired: Determine the process for electing officers and review officer responsibilities.

## Swearing in of council members

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- If required by your city charter, the local government officials should swear in youth council members.
  - Youth council facilitators will need to place this item on the agenda in advance.
  - At the meeting, the youth council should be welcomed as an official advisory board.

## Discuss guidelines

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- Solicit youth input to create council guidelines.
- Topics to consider when discussing guidelines
  - Purpose/mission/goals
  - Membership and membership requirements
  - Meetings: Structure, length and frequency
  - Attendance requirements
  - Appropriate dress code for meetings and events

- Expectations on technology use during meetings
- Subcommittees
- Programs and activities
- For advisory boards:
  - Officers/roles: Members may need to be placed as representatives, such as voting seats on advisory boards
  - Meeting flow and meeting conduct
  - You may want to have a member of your city's governing body present a workshop on parliamentary authority for meetings.
  - Youth can use what they learn to establish procedures based on the city's council/commission's procedures.
  - Quorum (the number of members that must be present to conduct the business)

## Next meeting(s)

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- Discuss issues members want to address and goals they want the council to accomplish throughout the year.
- Use the information to create an action plan to help plan topics for future meetings.
- Coordinate activities and guest speakers accordingly. Examples:
  - If youth are interested in discussing teen drug and alcohol use or gang violence, you can schedule a law enforcement officer as a speaker.
  - If youth express interest in the locality funding a new park, you can schedule a parks and recreation employee or a local developer to discuss implications and costs.



## Helpful tips for meetings

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**Consider how to address youth council members who might speak too little or too much.**

- One council adopted an approach called to step up and step back. If one person speaks too much, another can politely suggest a step back to allow others to step up.

**Ask youth to bring a proposed solution to any problem they share.**

- One youth council member lamented that they needed a stronger social media outreach, and the advisor agreed. The member presented a social media plan and committed to writing a weekly blog.

**Keep random ideas from surfacing.**

- One youth council requires a member to vet any new project idea with at least three other members. At least three members must agree to support it before it can be shared.

*Appendix 8, 9: City of Pinecrest's Orientation Meeting Agenda, City of Ocoee's Schedule of Events*

# Programming

## Effective activities for your council

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- Participate in Florida League of Cities youth council contests and events. Visit [flcities.com/municipal-youth-councils](http://flcities.com/municipal-youth-councils) for more information.
- Ask youth to determine topics of interest and host quarterly forums for local youth.
  - Consider having a panel.
  - Be prepared for topics ranging from discrimination and bullying to youth/law enforcement interaction and drug use.
  - Example: The Fort Pierce Youth Council hosted workshops for youth and their guardians on financial literacy, mental health and more.
- Identify community service projects that youth think would be meaningful.
- Tour municipal facilities so youth become familiar with the work of government.
  - Ensure these tours provide hands-on activities to engage youth.
- Offer opportunities for youth to socialize outside of council meetings and consider providing meals at meetings.
- Plan scavenger hunts, team challenges and other opportunities to work together.
- Weigh in on municipal issues.
  - This step is more significant when elected leaders ask the youth council to research and recommend actions that help the community.

## Community service projects

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- Cleaning up streams and/or highways
- Senior center volunteering
- Tutoring or mentoring youths, such as Big Brother/Sister programs
- Organizing drives such as ones for food, clothes, school supplies or holiday gifts
- Adopt-a-pet
- Volunteering at a food bank or shelter.

## Work with local schools

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- Create a youth council publication to be distributed at local schools or as a leaflet in the local newspaper.
- Organize a "Careers in Local Government" day.
- Promote civic involvement of other local youth by spearheading civic-minded clubs/organizations.

## Interact with city officials

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- Youth can attend City Council/Commission meetings.
  - One member can present at each meeting and report to the youth council on topics covered.
  - This meeting is an excellent time to provide the City Council/Commission with updates on youth council activities.
- Example: At a Naples City Council meeting, the Youth Council pivoted a youth-centered survey project to a citywide survey project to support the City Council.

## Interact with city officials cont.

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- Youth can act as liaisons between the city and local youth through school announcements.
- Youth can shadow elected officials or department heads.
- Youth can attend or host city/county forums, conferences or events to represent the youth perspective.

## Other activity ideas

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- Lead a citywide educational or advocacy campaign addressing a youth-identified issue of concern.
- Advocate for particular development projects on behalf of local youth.
  - Examples might include building a skate park or athletic field.
- Plan and organize fundraising events for youth-related development projects and/or charitable causes.
- Maintain a local youth council website that provides relevant information to local youth.
- Sponsor or attend professional development workshops on leadership, goal setting and public speaking.

## Helpful overall tips

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- Determine the best communication tools based on your youth's preferences.
  - Texting is a common way for young people to communicate, even if a text directs them to read an email.
- Share photos, videos, stats and outcomes of projects and activities with municipal leaders and the community.
- Existing council advisors are outstanding resources.
  - Contact the Florida League of Cities to obtain names and contact information.
- The first year, generating interest in the new program is easiest.
  - Plan vital programs and engagement to retain youth who recommend the council to classmates.
  - Use current or past members as ambassadors to recruit new members.
- Show youth how to learn from mistakes, become resilient and become future community leaders.

*Appendix 10, 11, 12: Program Ideas for New and Existing Youth Councils, City of Fort Pierce Empower Youth Program, City of Naples Survey Project*



# Appendices

## **Appendix 1**

City of Palatka's Youth Ambassador Program Overview

## **Appendix 2**

City of Dania Beach's Bylaws (advisory board)

## **Appendix 3**

City of Gulf Breeze's Resolution and Ordinance Establishing a Youth Council

## **Appendix 4**

City of Cape Coral Application

## **Appendix 5**

City of Tampa's Selection Criteria

## **Appendix 6**

City of Belleview's Program Flyer

## **Appendix 7**

City of Alachua's Presentation on Sunshine Laws

## **Appendix 8**

City of Pinecrest's Orientation Meeting Agenda

## **Appendix 9**

City of Ocoee's Schedule of Events

## **Appendix 10**

Program Ideas for New and Existing Youth Councils

## **Appendix 11**

City of Fort Pierce EMPOWER YOUTH Program

## **Appendix 12**

City of Naples Survey Project



## **The City of Palatka Youth Ambassador Program**

### **INTRODUCTION**

The City of Palatka Youth Ambassador Program (PYA) is a diverse group of students who reside in the City of Palatka. Students will have the opportunity to partner with the offices of the Mayor, City Commissioners, City Manager, City Clerk, and directors of the various City departments.

The goal of the PYA Program is to foster open and positive communication between city government and the youth of our community. Students serve as liaisons and discuss youth-related issues that impact the school and community, while learning about municipal government. As such, the Youth Ambassadors will be tasked with developing and implementing education and awareness programs designed to create safer communities. Ideally, the Youth Ambassadors will utilize a variety of methods to focus on topics that affect young people today such as drug and gang education, anti-bullying campaigns, underage drinking and driving, and gun violence. In addition, the students will attend city commission meetings, shadow city departments, volunteer at city events, and assist with community service projects to benefit other organizations.

The group may attend events such as the annual State League of Cities Conference as Youth Delegates and State Legislative session as representatives of the City of Palatka.

The PYA Program will help bridge the gap between youth and city government. In addition, the Youth Ambassadors will be offered insight and guidance from city leaders should they choose to follow a career path in the field of public service.

### **VISION**

To encourage active citizenship and community involvement from the public service leaders of tomorrow.

### **MISSION**

- To create safer communities through the development and implementation of education and awareness programs surrounding issues affecting today's youth
- To provide a path of honest, meaningful, and reciprocal communication between the caring youth of the City of Palatka and the City's leaders
- To provide youth with an understanding of the inner-workings of municipal government
- To cultivate a sense of civic responsibility and public service
- To provide a safe and constructive learning environment
- To encourage and develop effective leadership skills
- To provide real world opportunities for active community service in the City of Palatka

- To acknowledge the civic involvement and contributions of the youth of the City of Palatka
- To learn and seek feedback from our youth regarding contemporary issues affecting the positive development of the youth of the City of Palatka

## **ORGANIZATION**

- The PYA Program will be comprised of 9 students who reside in the City of Palatka
- Students must maintain a minimum cumulative GPA of 2.0 and maintain satisfactory conduct in school to participate.
  - It is the Student’s Principal’s responsibility to advise the City of any disqualification of students
- Students participating in the program shall be between 9<sup>th</sup> and 12<sup>th</sup> grade. Students are encouraged to apply in the summer after 8<sup>th</sup> grade.
- Students should aspire to assist the City in its growth and desire to become a more dynamic and innovative City.
- Students must be involved in research projects and community service initiatives.
- Students should be eager to represent their peers to the Mayor, City Commission, City Manager, City Clerk, and other City leaders.
- The initial program shall be for 2 school years, however the program may be extended after the first 2 years.
- The City Clerk is hereby designated as the official City Staff “coordinator” of the program

## **MEMBER SELECTION**

- Applications will be sent to each High School Principal and Putnam County School District leaders.
  - A letter of recommendation from a school administrator, guidance counsellor, or other faculty member must accompany the student’s completed application.
- The finalists will be interviewed by a Commissioner, City’s HR Director and City Clerk
- Students and parents/guardians must sign travel, medical and photograph authorization forms.
- If more than 9 students apply, the remaining students will be able to attend the Youth Ambassador functions as “general body members”.

If vacancies occur throughout the year, the Coordinator may select applicants from the general body and/or summer interns to fill vacant slots. The new applicant shall fill out an application for admission to the program, but a letter from a school representative shall not be necessary.

## **YOUTH AMBASSADOR DUTIES AND RESPONSIBILITIES**

- Attend orientation
- Attend two (2) City Commission meetings per calendar year
- Attend PYA group meetings. If for any reason, the Youth Ambassador cannot attend a meeting, the Youth Ambassador is required to notify the Youth Ambassador Program Coordinator. Missing more than 3 meetings may be cause for dismissal from the program.
- The City will provide 1 polo shirt and 1 sweater/blazer with insignia for the program to each Student, which the Student must wear at all City Commission meetings and PYA functions and activities.

- Palatka Youth Ambassadors will be tasked with developing and implementing education and awareness programs designed to create safer communities
- Participate in research projects, community service programs, sub-committees, and other city/community events and/or meetings upon request
  - At all events PYAs must wear the Youth Ambassador Program’s approved insignia
- Prepare reports and make presentations to the Mayor and City Staff on PYA’s activities
- Hold public youth meetings to gather input from constituents
- Coordinate with local and national youth organizations as necessary
- Serve as a role model to other youth
- Educate other youth on municipal government
- Show proper respect and exhibit orderly conduct at all meetings and events
- Establish goals, work plans, and budgets to address youth concerns
- Identify issues affecting the City of Palatka
- Advise the Mayor, Commission, and other City leaders on policy issues related to youth concerns
- Provide resources for youth-oriented programs and projects
- Promote public awareness of the strengths and abilities of the City’s youth
- Connect teens to services
- Assist the City with the planning of youth activities
- Participate in Florida League of Cities Annual Conference and activities
- Participate in the City’s annual “Government week” events

## **CURRICULUM**

- City history, organizational structure, and administration processes
- Municipal policy and budget development
- Public/Private partnerships
- Leadership and productivity improvement
- Municipal Charter and Code of Ordinances
- Leadership development
- Public speaking
- Resume building
- Financial literacy
- City functionality
- Effective Communication

## **ACTIVITIES**

- PYAs will utilize a variety of methods to focus on topics that affect young people today such as drug and gang education, anti-bullying campaigns, underage drinking and driving, and gun violence.
- Create a public service announcement to coincide with Red Ribbon Week which is an alcohol, tobacco and other drug and violence prevention awareness campaign observed annually in October each year in the United States.

- Leadership activities which will provide hands-on leadership development and training, with special emphasis on highlighting the inner workings of municipal government.
- Annual Community Service Project focusing on a relevant topic, exploring relevant conceptual research and policy issues.
- “Inside Government” facilities tours and presentations – PYAs will tour various City departments and facilities, and receive information about their functions and operations.
- Service events – PYAs will participate in various events, held by the City and community organizations, which provide assistance and give back to the community (i.e. Christmas festival, ribbon cuttings, parades, speeches/ceremonies, etc.).
- Mandatory attendance at select City Commission Meetings
- “Business Leaders Partnership/Networking Mixer” – A meeting where City officials and business leaders can meet to relate youth concerns, learn about the relationship between the City and its businesses, and exchange community betterment ideas.
- Mandatory attendance in at least one FLC Youth Video Competition or any other FLC special activity
- Palatka Youth Ambassadors shall be given preference for the City’s Summer paid internships
- The City’s Summer interns shall be given preference for the Youth Ambassador Program

### **YOUTH AMBASSADOR INSIGNIA**

The Youth Ambassador logo shall be as follows:



The Staff Coordinator and/or the City Manager shall be authorized to change the logo should extenuating circumstances arise. In such circumstance, this document shall be revised with the new logo.

## CITY OF DANIA BEACH

## YOUTH ADVISORY COUNCIL BY-LAWS

**SECTION I. CHARGE AND COMPOSITION**

The Dania Beach Youth Advisory Council is the official advisory body on youth issues to the City of Dania Beach. The Dania Beach Youth Advisory Council's goal is to empower the City of Dania Beach youth and give them a voice in the community.

The Dania Beach Youth Advisory Council's is made up of 15 to 30 residents of the City who are residents of the City of Dania Beach. The Dania Beach Youth Advisory Council's members may also serve as non-voting members of other boards and committees.

A. It shall be the function of the Dania Beach Youth Advisory Council's to act as an advisory body to the City Council.

B. The Board and its members shall conduct itself in a manner that's in keeping with applicable federal, state, and local laws pertaining to conduct and ethics and the City of Dania Beach Code of Conduct. Any violation of the provisions of such laws shall be grounds for removal from office.

C. The Youth Advisory Council is charged with advising the City Council.

- Vision: The youth of Dania Beach will be equal partners empowered and involved in the community helping the youth in the City of Dania Beach.
- Mission: To empower, improve and connect the lives of Dania Beach youth.
- Guiding Principles:
  - Through empowerment young people know they are valued by the adults in their community.
  - Through involvement, young people serve useful roles in their school, family and community.
  - Through volunteering, young people provide service to others in the community.
  - Through respect, young people feel safe in their community.
- Provide review and comment to elected officials and City decision makers regarding public issues, projects, and proposals that have an impact on youth.
- Work with the Mayor, City Council, City departments, Chamber of Commerce, civic clubs, and other community organizations to create civic engagement opportunities for local youth.
- Serve as ex-officio members of city boards and commissions.
- Find creative ways to educate the general public concerning issues affecting Dania Beach youth.

## SECTION II. COUNCIL MEMBERSHIP

Any youth who is in grade 9-12 and a Dania Beach resident is eligible for membership. Any vacancies left after the normal application process should be filled as soon as possible through the announcement of openings. The Dania Beach Youth Advisory Council's will maintain relations with local businesses and organizations with a common interest in the Youth Advisory Council. Council members may attend meetings of these groups to serve as a resource to the community. Any member of the Dania Beach Youth Advisory Council's may propose an amendment to the Bylaws at any regular meeting of the Youth Advisory Council. The amendment shall be voted on by the members present but requires a majority vote of the entire membership to pass.

A. **Officers:** There shall be four (4) elected officers, the President, Vice President, Treasurer, and Secretary. Terms are for one year. No officer shall serve more than two (2) consecutive terms. Candidates for elected office must be members of the Youth Advisory Council and have served on the Council for at least one year prior to elections. Candidates for elected office are elected by majority vote of the membership. Members may only hold one elected office at a time.

## SECTION III. ORGANIZATION OF THE YOUTH ADVISORY COUNCIL

A. **Elections:** At its meeting at the end of the school year, and thereafter annually, the Youth Advisory Council shall elect a President from its members who shall hold office at the pleasure of the Youth Advisory Council.

B. **Duties of Elected Officers:** Each candidate for elected office must make a brief speech to the full membership prior to the election of officers, even if running unopposed. Speeches shall run less than 5 minutes each and shall include information about the candidates' background, interests, and how their goals for The Dania Beach Youth Advisory Council's relate to The Dania Beach Youth Advisory Council's vision, mission, and goals. A candidate running unopposed must still receive a majority vote to be elected.

i. **President.** The President will be responsible for facilitating meetings and ensure The Dania Beach Youth Advisory Council's is working together toward its goals, mission, and vision. The President shall preside at all meetings and, in consultation with support staff, set the agendas and notify The Dania Beach Youth Advisory Councils of all meeting times and place. The President shall also be an ex-officio member of all subcommittees and shall be the sole spokesperson for The Dania Beach Youth Advisory Council's unless this responsibility is delegated to support staff. The President is responsible for creating agendas based on the current issues of the Council and topics from previous meetings. The President of The Dania Beach Youth Advisory Council's officer may act as an ex-officio member of the City of Dania Beach Council. When the President is unable to attend meetings he/she may appoint another officer to attend in his/her place.

ii. **Vice President/Treasurer.** The Vice President shall assume the duties of the President, Secretary, and Treasurer in his/her absence. S/he is responsible for ensuring that The Dania Beach Youth Advisory Council's projects and programs are assigned to the appropriate subcommittee. The Treasurer's duty is to keep track of the Council's monetary assets. He/she reports on the Council's finances at each meeting and is in charge of fundraising.

iii. **Secretary.** The Secretary's duty is to take notes of the meetings and assist the President in setting the agenda. He/she is also responsible for distributing meeting agendas to members and must have good note-taking and organizational skills.

iv. **Technology Officer.** This officer is responsible for and in charge of the Council's communication with the community. The Technology Officer is responsible for maintaining the Council's web page, newsletter column, flyers and posters.

v. **Marketing Officer.** This officer is in charge of Council's involvement in schools, and highlighting ongoing or current news or events from local schools for the community to see. He/She is responsible for working with the Council to get information about events the Council is hosting out to the community.

C. If the President should resign The Dania Beach Youth Advisory Council's shall, at its next meeting, conduct an election and provide a replacement to fill the unexpired term.

D. Staff liaisons are the primary contacts for City of Dania Beach boards and the primary interface between these bodies and the City Council, City Manager, and departments. Besides serving as a technical resource, staff liaisons are responsible for meeting logistics, member recruitment and recognition, recordkeeping, and monitoring board effectiveness.

#### **SECTION IV. APPOINTMENTS**

A. The City Council shall fill vacancies with individuals who meet the compositional requirements listed in Section II.

B. Appointments of at-large members shall be made the City Council, with recommendations from the Mayor.

#### **SECTION V. TERM OF OFFICE**

A. Election of Members: Election for membership is held in May of each year. Election for the five (5) elected officers will be held at the end of the school year.

B. Youth interested in membership shall file an application The Dania Beach Youth Advisory Council's. Applications shall be reviewed and admission voted on by the general membership of the Dania Beach Youth Council. All applicants must also complete an interview process and be appointed by the Dania Beach City Council.

#### **SECTION VI. MEMBER DUTIES AND RESPONSIBILITIES**

**A. Attendance:** Members are expected to attend all meetings of the Youth Advisory Council and the meetings of any committees or subcommittees which they are a member. If a member needs to miss a meeting due to illness or another important event, the member is responsible to notify the President, Committee or Subcommittee Chair in advance whenever possible. Prior notice of an illness, important event, and family emergency shall constitute an excused absence. Members who have three (3) unexcused absences will be removed from the Youth Advisory Council. Members are responsible to obtain notes and/or assignments from any general or committee meetings they miss.



**B. Duties:**

- Each member of the Youth Advisory Council shall serve on a minimum of one committee or subcommittee.
- Each member of the Youth Advisory Council is expected to conduct himself/herself in accordance with the following ground rules:
  - o This Youth Advisory Council belongs to YOU and its success rests largely on YOU.
  - o Enter into the discussion ENTHUSIASTICALLY.
  - o GIVE FREELY of your experience.
  - o CONFINE your comments to the issue under discussion.
  - o Say what you THINK.
  - o Only ONE PERSON should talk at a time (Avoid private conversations while someone else is speaking.)
  - o LISTEN ALERTLY to the discussion.
  - o BE PATIENT with other members.
  - o APPRECIATE the other person's point of view.
  - o BE PROMPT and REGULAR in attendance.
  - o ASK A QUESTION when you have one.
  - o Think of how you can apply and/or pass along the information.
- Each member of The Dania Beach Youth Advisory Council's must reaffirm The Dania Beach Youth Advisory Council's Bylaws by signing a copy at the meeting in which election of Officers is held each year. New members whose membership begins mid-year must sign a copy of the Bylaws at the meeting at which they become members.
- The Dania Beach Youth Advisory Council's Board and its members shall conduct themselves in a manner that's in keeping with applicable federal, state, and local laws pertaining to conduct and ethics and the City of Dania Beach Code of Conduct. Any violation of the provisions of such laws shall be grounds for removal from the Council. Regularly attend meeting and contribute constructively to discussions.

**C. Meetings:** Regular meetings of The Dania Beach Youth Advisory Council's shall be held at least monthly and more often as agreed to by a majority of the members. The meeting time and place shall be determined by consensus of the membership. Every The Dania Beach Youth Advisory Council's meeting shall be open to all youth in the community and the dates of upcoming meetings shall be posted on the Council's webpage.

i. Committee and subcommittee meetings shall be held as deemed necessary by the subcommittee and at a time and place agreed on by a majority of the subcommittee members.

ii. The President may call a special meeting, and the President shall call a special meeting if requested by three or more members. The call shall state the purpose of the meeting. Notice of a special meeting must be in writing and communicated to all members at least 24 hours before the meeting.

iii. A majority of votes of The Dania Beach Youth Advisory Council's members present shall determine the official position of the Youth Advisory Council on a given issue.

iv. Agendas and minutes shall be posted for the public on the City of Dania Beach web page. All meetings shall be open to the public.

### **SECTION VII. QUORUM**

At any meeting of The Dania Beach Youth Advisory Council's, a quorum shall be a majority of the current members of the Youth Advisory Council. No action shall be taken in the absence of a quorum except that the meeting may continue with discussion on agenda items. Excused absent members shall be counted as present in regards to the quorum.

### **SECTION VIII. REMOVAL OF MEMBERS**

The City Council may remove members, when, in its judgment the conduct of a member does not conform to the City of Tigard Code of Conduct for Boards, Commissions and Committees or based on other conduct unbecoming a representative of the City.

### **SECTION IX. AMENDMENTS**

These bylaws are adopted by resolution of the City of Dania Beach Council, are binding on the Youth Advisory Council, and may be amended by the City Council. Boards may propose amendments for City Council consideration.

**RESOLUTION NO. 06-2021**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
GULF BREEZE, FLORIDA, CREATING A MUNICIPAL  
YOUTH COUNCIL; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, many municipalities have youth councils to promote community service and foster a better understanding among young people of how municipal government works; and

**WHEREAS**, youth councils are an excellent means of promoting regular and active civic engagement among young people, which is vitally important to provide the knowledge, skills, and abilities to the next generation of local leaders; can inspire youth to be engaged citizens and community leaders; and

**WHEREAS**, as such, the City Council desires to create a Municipal Youth Council; and

**WHEREAS**, the City Council finds this Resolution in the best interest and welfare of the residents of the City of Gulf Breeze.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GULF BREEZE, FLORIDA:**

**SECTION 1. RECITALS.** The above recitals are true and correct and are incorporated herein by this reference.

**SECTION 2. CREATION, COMPOSITION, AND QUALIFICATIONS OF YOUTH COUNCIL.** The City Council hereby creates and establishes the City of Gulf Breeze Municipal Youth Council (“Youth Council”). The Youth Council will consist of up to ten (10) members engaged in study in grades 11 and 12. Youth Council members shall be representative of the population of Gulf Breeze. Applicants for appointment to the Youth Council shall submit an application form as provided by the City, accompanied by written permission from a parent or legal guardian authorizing the applicant to attend the prescribed meetings and participate in the activities of the Youth Council.

**SECTION 3. TERM OF OFFICE.** Youth Council terms of office shall run concurrent with the school year calendar, with appointments and reappointments to be made in August or as vacancies arise, with the exception of the inaugural class which will be appointed in March following the effective date of this resolution.

Resolution No. 06-2021  
Page 2 of 2

**SECTION 4. MEETINGS; PROCEDURES.** The Youth Council shall meet a minimum of one (1) time per month and the annual schedule of activities will be approved by the City Manager.

**SECTION 5. PURPOSE AND ACTIVITIES.** The purpose of the Youth Council is to promote community service and foster a better understanding among young people of how municipal government works; promote regular and active civic engagement among young people; and to inspire youth to be engaged citizens and community leaders. This will be accomplished through the following activities:

- 1) Develop an understanding of municipal government operations
- 2) Participate in simulations and other municipal role-playing activities
- 3) Organize and perform service projects that benefit the City of Gulf Breeze.

**SECTION 6. EFFECTIVE DATE.** This resolution shall take effect upon its adoption.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF GULF BREEZE, FLORIDA ON THIS 16<sup>TH</sup> DAY OF FEBRUARY 2021.**



CITY OF GULF BREEZE

BY: Cherry Fitch

Cherry Fitch, Mayor

ATTEST

BY: Leslie A. Guyer

Leslie A. Guyer, CMC, City Clerk



### CITY OF CAPE CORAL YOUTH COUNCIL APPLICATION

This Youth Council Application, when completed, signed and filed with school administration is a PUBLIC RECORD under Chapter 119, Florida Statutes, and, therefore, is open to public inspection by any person. Applications will be retained in accordance with State Records Retention laws.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PARENT(S) FIRST AND LAST NAME: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN CAPE CORAL? \_\_\_\_\_

ARE YOU A U.S. CITIZEN? \_\_\_\_\_

SCHOOL: \_\_\_\_\_

CURRENT GRADE: \_\_\_\_\_ GPA: \_\_\_\_\_

1. HOW DID YOU HEAR ABOUT THE CITY'S YOUTH COUNCIL? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. LIST YOUR INTERESTS & ACTIVITIES (HOBBIES, ORGANIZATIONS, CLUBS, SPORTS, POSITIONS HELD, ETC.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE MAKE SURE TO RETURN THE ORIGINAL APPLICATION TO THE CITY OF CAPE CORAL CLERK'S OFFICE BEFORE THE DEADLINE and OBTAIN A RECEIPT FROM THE CLERK'S OFFICE.

**3. LIST UP TO FIVE CLUBS, ORGANIZATIONS OR SPORTS PROGRAMS IN WHICH YOU HAVE PARTICIPATED DURING THE LAST TWO YEARS.**

NAME OF SCHOOL, CLUB/ORGANIZATION/SPORT	WHEN INVOLVED	WHAT WAS YOUR ROLE IN THE ACTIVITY?
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____

**4. WHAT DO YOU SEE AS THE ROLE OF YOUTH IN OUR SOCIETY AND HOW WOULD YOU LIKE THAT TO CHANGE IN THE FUTURE?**

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**5. LIST ANY SPECIAL RECOGNITION OR HONORS FOR ACADEMIC, SCHOOL, RELIGIOUS OR COMMUNITY RELATED ACTIVITIES YOU HAVE RECEIVED OVER THE LAST TWO YEARS.**

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**6. WHAT ARE YOUR CAREER GOALS? \_\_\_\_\_**

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**7. DESCRIBE A TIME WHEN YOUR ACTIONS POSITIVELY AFFECTED A PERSON, YOUR SCHOOL, OR YOUR COMMUNITY.**

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8. IF YOU COULD CHANGE ANYTHING ABOUT YOUR COMMUNITY OR SCHOOL, WHAT WOULD IT BE AND WHY?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. WHY DO YOU WANT TO SERVE ON THE CITY'S YOUTH COUNCIL? (PLEASE BE SPECIFIC) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. ARE YOU WILLING TO ATTEND YOUTH COUNCIL MEETINGS ON THE SECOND AND FOURTH FRIDAY OF THE MONTH?

\_\_\_ YES \_\_\_ NO

11. PLEASE PROVIDE TWO REFERENCES. PLEASE SEE PAGES 4 AND 5 OF THIS APPLICATION FOR REFERENCE INFORMATION.

**REFERENCE #1**

**REFERENCE #2**

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_

*I understand that if I am selected as a member of the City of Cape Coral Youth Council I will need to attend Youth Council meetings the 2<sup>nd</sup> and 4<sup>th</sup> Friday of every month (schedule to be approved every Fall) and participate in a manner that brings honor and respect to the citizens of the City of Cape Coral.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*I give permission for \_\_\_\_\_ to apply for the City of Cape Coral Youth Council. If selected, I will support him/her in attending meetings and functions related to the City's Youth Council. PARENTAL CONSENT REQUIRED (unless the applicant has reached the age of majority).*

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

**Reference #1**  
**City of Cape Coral Youth Council**

This Youth Council Application, when completed, signed and filed with school administration is a PUBLIC RECORD under Chapter 119, Florida Statutes, and, therefore, is open to public inspection by any person. Applications will be retained in accordance with State Records Retention laws.

- *Youth Council Applicant:* **Two** references must be completed by non-relatives.
- *Reference:* Please include the following information about yourself so that we may contact you if necessary

Youth Council Applicant's Name: \_\_\_\_\_

Reference's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

1. How long have you know the applicant? \_\_\_\_\_
2. What is your relationship to the applicant? \_\_\_\_\_  
\_\_\_\_\_
3. Is the applicant dependable? \_\_\_\_\_
4. Why would you recommend the applicant for this position? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Reference #2**  
**City of Cape Coral Youth Council**

**This Youth Council Application, when completed, signed and filed with school administration is a PUBLIC RECORD under Chapter 119, Florida Statutes, and, therefore, is open to public inspection by any person. Applications will be retained in accordance with State Records Retention laws.**

- *Youth Council Applicant:* **Two** references must be completed by non-relatives.
- *Reference:* Please include the following information about yourself so that we may contact you if necessary

Youth Council Applicant's Name: \_\_\_\_\_

Reference's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

1. How long have you know the applicant? \_\_\_\_\_

2. What is your relationship to the applicant? \_\_\_\_\_

\_\_\_\_\_

3. Is the applicant dependable? \_\_\_\_\_

4. Why would you recommend the applicant for this position? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Selection Criteria

- Student whose primary residence is within the Tampa city limits and/or attends a public or private high school located within the Tampa city limits. *A list of participating schools is below\*.*
- Student is in grade 9, 10, or 11.
- Student has a desire to make Tampa a better place for young people by voicing their ideas and concerns.
- Student wants to make Tampa a better place for all its citizens by participating in hands-on community service activities.
- Student is willing to commit one year of service to Tampa and the Mayor's Youth Corps.
- Student is willing to represent their peers in communication with the Mayor.
- Student has a desire to learn more about how city government works and grow as a leader.

## Selection Process

- Mayor's Youth Corps applications are accepted from students at each of the public and private high schools located within the Tampa city limits. Applications are available on the City of Tampa MYC web page each September.
- Applications are also accepted from students who do not attend a participating school but live within the Tampa city limits.
- Members of the Mayor's Youth Leadership Council along with adults, review the applications, conduct interviews, and make recommendations regarding acceptance into the program.
- Background checks are done on each student. Parents/guardians are asked to sign participation, medical, travel, and photo release authorizations.

## Participating Schools

Academy of Holy Names

Bayshore Christian School

Bible Truth Academy

(Howard W) Blake High School

Brooks DeBartolo Collegiate High School

Cambridge Christian School

Chamberlain High School

Freedom High School

Hillsborough High School

(Thomas) Jefferson High School

Jesuit High School

Middleton High School

Pepin Academy

(H B) Plant High School

Robinson High School

Seminole Heights Charter High School

Tampa Bay Christian Academy

Tampa Catholic High School

Tampa Preparatory School

\*Home & virtual school students who live within the Tampa city limits are also invited to apply

# JOIN THE CITY OF BELLEVIEW'S YOUTH COMMISSION



**EARN SERVICE HOURS**

**LEARN ABOUT  
LOCAL GOVERNMENT**

**RECOMMENDATIONS  
AND REFERENCES FOR  
COLLEGE**

**CREATE CHANGE**

**Who?** Youth residing or attending high school (public, private or home) in Belleview or South Marion County.

**When?** Meetings take place monthly on the fourth Thursday of every month at 4:30 PM at City Hall located 5343 SE Abshier Blvd. From September through June.

**How?** Complete/Return application to City of Belleview. Download the application at [www.belleviewfl.org/202/Youth-Commission](http://www.belleviewfl.org/202/Youth-Commission) or pick up at City Hall (Monday through Friday 7 am—6 pm)

**Questions?** Please contact Mariah Moody at (352) 233-2109 or email [mmoody@belleviewfl.org](mailto:mmoody@belleviewfl.org)



# SUNSHINE LAW & PUBLIC RECORDS



## Florida's Sunshine Law

- Florida's Sunshine Law is considered the gold standard of open records and meetings laws across the country
- No other government on the planet is as open as Florida

# What this Means for Board Meetings

- Provides a right of access to governmental proceedings
- Affects mostly city council and advisory board members
- Meetings must be open to the public
- Reasonable notice must be given
- Minutes must be taken

## What it Means for the interaction of the Board Members

- All discussion about Public Business must be conducted in a Public Meeting
- Any discussion about Public Business conducted in private is strictly forbidden: this includes siblings, spouses, etc.
- All discussion about Public Business on Social Media must be maintained by the City: Facebook, Twitter, Instagram, YouTube, email, text messages.

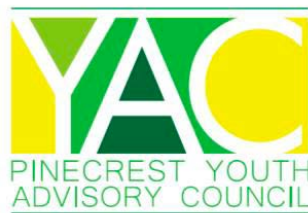
## Public Records

- A Public Record is any information related to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.
- If you used it to communicate public business, it's a public record
- Rule of Thumb: Don't create a record until it is necessary



Questions?





## ORIENTATION MEETING AGENDA

WEDNESDAY, AUGUST 23, 2023, 4:30 P.M.

Pinecrest Municipal Center/Council Chamber  
12645 Pinecrest Parkway  
Pinecrest, Florida

- I. Welcome by Councilmember Katie Abbott
- II. Mayor's Introduction
- III. Elected Official Introductions
- IV. Member Introduction (unique fact)
- V. Orientation by Councilmember Mayor Katie Abbott
  - a. Introduction to Pinecrest Village Government
  - b. Ice Breaker
- VI. New Business
  - a. Calendar of Events
  - b. YAC Responsibilities
  - c. YAC Requirements
  - d. Your Role in Pinecrest Village
  - e. Remind Code
  - f. Activity Ideas/Movie Night (1/27/24)
  - g. YAC Article
  - h. 2023 Competition Video
  - i. Groups/Projects
    - i. Selection
    - ii. Name
- VII. Upcoming meetings/events:
  - a. September 9, 2022 – Regular Meeting
  - b. September 30, 2022 – YOUth Series
- VIII. Adjournment

## Ocoee Youth Council – 2022-2023 School Year

### September 14<sup>th</sup>

- Ice Breaker
- Florida League of Cities (FLC) - City Government 101 Video
- Discuss FLC Video Contest

### October (5<sup>th</sup> & 19<sup>th</sup>)

- (5<sup>th</sup>) Special Guest, Commissioner Brinson, District 1
- Enter FLC Video Contest
- (19<sup>th</sup>) “Tell me More about Utility Department” – [Speaker Name]
- Special Guest, Commissioner Wilsen, District 2

### November (9<sup>th</sup>)

- “Tell me More about Human Resources” – [Speaker Name]
- Special Guest, Commissioner Firstner, District 3
- 2022 Youth Council Video Competition **Deadline November 18, 2022.**

### December (14<sup>th</sup>)

- Assist with Police Department Toy Drive – Police Chief

### January (11<sup>th</sup> & 25<sup>th</sup>)

- (11<sup>th</sup>) “Tell me More about Finance” – [Speaker Name]
- Special Guest, Commissioner Oliver, District 4
- (25<sup>th</sup>) “Tell me More about Community Relations” – [Speaker Name]
- Special Guest, Mayor Johnson

### February (8<sup>th</sup> & 22<sup>nd</sup>)

- “Tell me More about City Clerk’s Office - Municipal Elections” – [Speaker Name]
- Inform of scholarship opportunities
- FLC Community Service Project

### March (14<sup>th</sup>)

- **Supervisor of Elections** – Canvassing the Elections 6:30pm field trip

### April (12<sup>th</sup> & 26<sup>th</sup>)

- Legislative Days **April 4-5, 2023** in Tallahassee.
- Apply for FLC Community Service contest
- (12<sup>th</sup>) “Tell me More about the Fire Department” – Fire Chief
- (26<sup>th</sup>) Senior and Year-End Celebration

### May (2<sup>nd</sup> or 16<sup>th</sup> Tuesday – Commission Meeting)

- Seniors honored by City Commission
- Email middle and high school guidance counselor’s application – New recruitment process

## Program Ideas for New and Existing Youth Councils

### Getting Started/First-Year Councils:

1. Hold icebreaker activities to get to know council members and learn each member's skills and interests.
2. Create a mission statement.
3. Establish council duties and positions. If desired, hold an election.
4. Design a shirt to wear at meetings and special events.
5. Plan fundraisers to provide extra funds for council programs.
  - Partner with a local business that will donate a portion of its profits on select days or for special events.
6. Learn about your city government. (See steps listed under "Get to Know Your Government.")
7. Learn the needs of your residents by holding meetings with students and other community members.
  - Compile data for decision-making, such as demographic data, existing resources and services, the effectiveness of current services, etc.
8. Make a plan to report to the city council/commission on council initiatives or programs.
9. Provide additional training to members, such as leadership, diversity, ethics, public speaking, etc.
10. Participate in Florida League of Cities contests and events. For more information, visit [flcities.com/municipal-youth-councils](http://flcities.com/municipal-youth-councils).
  - The National League of Cities invites youth to their annual City Summit. For more information, visit [nlc.org](http://nlc.org).

### Community Service:

1. Collect supplies for people without housing, and work with your local police to disperse them.
2. Host a beach or park cleanup.
3. Sponsor food, clothing or school supply drives.
4. Adopt a family for the holidays, and help provide for their needs.
5. Build a community garden.
6. Create a website or social media account for a cause.
7. Host social and recreational activities that are drug- and alcohol-free.
8. Host recycling collection programs for hazardous items, technology, etc.
9. Assist with local events.
10. Participate in a mentoring program to work with younger students.

### Outreach to the Community:

1. Host an open forum or workshop that discusses a single issue affecting youth. Invite speakers and allow youth to learn, interact and ask questions.
2. Help residents sign up to vote.
3. Establish relationships with businesses and nonprofit organizations.
4. Advocate for issues that are important to youth.
5. Hold citywide study sessions for specific subjects or general exams.

6. Participate in Florida City Government Week to celebrate, showcase and engage citizens in the work of local government. For more information, please visit [flcities.com/education-and-events/florida-city-government-week](https://flcities.com/education-and-events/florida-city-government-week).
7. Create a photo or selfie contest to promote city landmarks.
8. Host an online scavenger hunt encouraging residents to explore your city website.
9. Create educational videos about city services, your city's history, etc.
10. Host a competition to find the best solution to a municipal problem.

#### Get to Know Your Government:

1. Attend city council/commission meetings or other city events.
2. Conduct interviews with city officials and staff to be aired on a local public access channel or website.
3. Hold a mock city council meeting, and invite youth to participate.
4. Host a youth council meet-and-greet with city officials and staff to discuss issues and answer questions.
5. Shadow city workers to get a more in-depth view of day-to-day operations.
6. Invite speakers to council meetings to discuss government, voting, mentoring, etc.
7. Spend a day touring city locations such as city hall, public works, city parks, etc.
8. Get to know your city by visiting historical landmarks.
9. Learn how other local governments interact with your municipal government (i.e., county, special districts, school district).
10. Write, call or meet with your legislators about youth issues.

## Fort Pierce Youth Council invites peers and parents to EMPOWER YOUTH community event

The Fort Pierce Youth Council (YOCO) hosts EMPOWER YOUTH for their peers between the ages of 13 and 19 and parents/guardians. The event will be held on Saturday, March 25, 2023, at the Percy Peek Gymnasium, located at 2902 Avenue D in Fort Pierce.

This event is planned by youth for youth to equip them with the tools to live healthy and successful lives. Attendees will participate in interactive workshops on financial literacy, mental health, and career opportunities, as well as hear from empowering speakers and be given resources to help them on their way to a bright future.

Parents, youth development professionals, and educators are encouraged to attend, as special workshops will be provided for adults who care for and work with youth.

This event is made possible through the support of our sponsors: the City of Fort Pierce, Boys & Girls Clubs of St. Lucie County and Children's Services Council of St. Lucie County and our partners, Fort Pierce Police Department, Indian River State College, Families of the Treasure Coast, Kids at Hope, Executive Roundtable of St. Lucie County, and CareerSource Research Coast.

To register follow the link [bit.ly/EMPOWERYOUTH](https://bit.ly/EMPOWERYOUTH) or scan the QR code below



For more information contact, Audria Moore-Wells at 772-467-3184.

Event: Empower Youth

Location:

Boys and Girls Clubs of Saint Lucie County – Percy Peek Gymnasium  
2902 Avenue D, Fort Pierce, FL 34947

Date: Saturday, March 25, 2023

Time: 9:00 AM to 2:00 PM



*Empowering youth to preserve our community,  
environment, and quality of life.*

Prior to Hurricane Ian, the City of Naples Youth Council (YC) planned a survey for the students at Naples High School in response to the pier prohibiting fishing for one day a week. This was in hopes of reducing pelican injuries, as they would get tangled on fishing lines on a daily basis. After Hurricane Ian hit, the pier was devastated and left in ruin. At one of the council's bimonthly meetings, after explaining the original intentions of the survey, Councilman Blankenship thought they should continue the concept of a survey but redirect the focus. The council decided to broaden the scope of their survey to the entire City of Naples, including local schools, to obtain residents' input about the reconstruction of the pier. The pier redesign survey project undertaken by the council involved the creation and analysis of responses received through the survey.

After council members had put hours of volunteering towards the restoration of Naples, they got to work on this survey. Spending countless hours, they drafted and proposed questions to be asked, each one meticulously analyzed to guarantee quality. Once the final draft was completed, the youths presented it to the Community Services Advisory Board (CSAB), who overwhelmingly approved. The survey comprised eleven questions that sought to understand the aims of community members regarding the new pier, any barriers preventing their visits, as well as information about their residence and use of the pier. Collaborating with the CSAB, the council ensured that these survey findings were duly considered during the redesign process.

A sample of questions:

- 4.) Prior to Hurricane Ian, what was the most important component of the pier?
  - bathrooms/showers
  - handicap accommodations
  - food options
  - fish cleaning stations/fishing line disposal,
  - seating
  - unique design/historical value
  - length
  - shelter and shade

-other

5.) What components would you like to see incorporated into the new Naples Pier design?

- multiple levels
- designated fishing & viewing locations
- relocate concession closer to entrance
- expanded concession seating
- improvements to bathrooms
- educational components, like QR codes/monitors
- enhanced handicap access
- underwater pier wildlife cameras
- plexi-glass viewing deck
- bump-out decking with additional seating
- increased shade opportunities
- public art
- binocular viewing machine
- other

6.) If events were offered, what would bring you to the pier?

- fishing tournaments
- lesson options: fishing, photography, bird identification, weather/tides, art classes
- educational speakers
- live music
- other

The collected data and insights from the survey will guide the decision-making process, resulting in a redesigned pier that caters to the preferences of the community.

Over 10,000 community members have taken the survey, with a continuous influx of submissions. The council combed through every submission and organized the results into a usable form for the pier's upcoming redesign, which will begin in 2024. Through this endeavor, council members have honed their skills in project management, research, and data analysis. Additionally, the project has improved their collaboration and communication abilities, as they worked closely with community stakeholders and the CSAB. The experience has empowered the YC with practical skills that will undoubtedly benefit them in their future.