



TIGARD YOUTH CITY COUNCILOR PROGRAM

Goal: This program would allow the Mayor to appoint one Tigard student to serve as a non-voting, de facto member of the Tigard City Council. The aim of the program is to advise the City Council on community issues from a youth perspective, increase student participation in local government and provide input on issues of importance to Tigard youth.

Expectation:

- The youth councilor will attend regular meetings of the City Council (1st, 2nd, 3rd and 4th Tuesday of each month at 6:30 p.m. at Tigard City Hall, Town Hall) but will not attend executive sessions or be given confidential information for executive sessions.
- The student will be seated with the City Council at meetings and must comply with council rules of procedure and conduct themselves in a professional manner.
- The youth councilor is invited to participate in all City Council activities outside of regularly scheduled council meetings (National Night Out, Meet & Greets, Holiday Tree Lighting Ceremony, etc.) as long as the activity does not interfere with school commitments.
- The Youth City Councilor serves without pay but may be reimbursed for out-of-pocket expenses incurred in the performance of their duties when such expenses have been authorized in advance.

Eligibility:

- Only one (1) Youth City Councilor will be appointed to Council at any given time.
- Students are invited to apply at the end of their sophomore or junior year for participation in the following school calendar year.
- Student must be a resident of the City of Tigard but may attend a public or private school serving Tigard residents (*Tigard High School, Westview High or Muslim Educational Trust, Jesuit, St. Mary's of the Valley, etc.*) and maintain passing grades in their classes.
- The student's parent or guardian must give permission for the student to be appointed.

Term:

- The Youth City Councilor shall serve a one-year term that commences after July 1 of each year and ends on June 30 of the following year.
- The Youth Councilor is required to have at least 75 percent attendance at council meetings but during the summer may be excused for family vacation, travel or school commitments.

Application Process:

- Vacancy should be publicized on the city's website and through outreach to local high schools.
- City Council will identify the questions and form for application.

- Applications shall be forwarded to the city council for consideration and follow the selection process used by the Mayors Appointment Advisory Committee.
- The youth councilor may apply for reappointment to the position for a second term provided they meet eligibility requirements.
- A youth councilor may be removed for cause prior to the end of the term with a majority vote of the full City Council.

Time Commitment:

- The student selected to serve as the Youth Councilor will be required to attend an orientation to acquaint student with activities of City Council no later than August 1.
- Students can expect to spend between 12 – 20 hours a month in meeting preparation and attendance.

Program Impact

- Position Support
 - The Mayor will serve as the Youth Councilor mentor to assist with questions and advice
 - The Mayor's Executive Asst. will assist with scheduling, travel, etc.
- Budget:
 - \$300: Meal before City Council meeting (25 meals at \$12)
 - \$2,500: National Conference (ex: NLC in Washington, DC) travel/training expenses
- Effectiveness Measure:
 - Youth engagement will increase as noted in a yearly evaluation.