Youth Liaison Program Guidelines

PURPOSE

These Guidelines standardize the roles and expectations for the Youth Liaison Program approved by Council resolution.

DETAILS

Youth Qualifications and Appointment

Applicants can be public or home-schooled students and must reside within the Sequim School District boundary. Applicants must be the equivalent grade level of a high school junior or senior.

Students wishing to serve can complete an application located on the City's website here. High school leadership will review these applications and forward them to City Council members. The Council will review the applications, conduct personal interviews, and select candidates for appointment. The appointment will be subject to approval from the City Council majority. Up to three Youth Liaisons may be appointed to serve at any time.

Term of Office

The Youth Liaison term on the City Council will run consistent with the school year term, typically September through June. Due to varying schedules and timing, it is understood that Youth Liaisons may be appointed at any point during the prescribed term. Youth Liaisons may have the opportunity to serve for two terms, provided they remain a high-school level student, reapply for a second term, and are reappointed by the City Council.

DUTIES & RESPONSIBILITIES

Youth Liaisons will:

- Serve as a liaison between the City Council and the high school on matters related to youth in the community.
- Be seated with the City Council during their meetings and encouraged to participate in discussions on issues before the City Council.
- Comply with these Guidelines.

- Sign the Code of Conduct and complete the required training.
- Attend each City Council Meeting, either in person or remotely, or provide advance notice of their absence and request to be excused.
- Not cast a vote on any motions before the City Council.
- Not attend Executive Sessions or Closed Sessions of the City Council.
- Use a City-issued email address for communication with the City Staff and Council members and commit to receiving and responding to emails and phone calls.
- Commit to not using text messaging for any City-related business.
- Encourage youth in the community to provide public comment to the City Council on matters of interest to them.

Staff will:

- Assist with the recruitment of Youth Liaisons.
- Ensure Youth Liaisons understand their role and are provided with the required training.
- Provide necessary City resources, including a City-issued email address.
- Ensure Youth Liaisons receive a City Council Meeting Agenda Packet for each regular and special meeting, except for Executive Sessions.

City Council will:

- Appoint a Council member to serve as an advisor/mentor to the Youth Liaisons.
- Provide the opportunity for the Youth Liaisons to participate in City Council meetings.