



Laredo Youth Council

Program Handbook

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Article 1: Name, Purpose and Responsibilities

Section 1.1 Name

The name of the entity shall be the “Laredo Youth Council” (LYC).

Section 1.2 Purpose

The purpose of the Laredo Youth Council is to educate and encourage the next generation of our City’s leaders about the elements that go into city government. The members of the Laredo Youth Council are expected to represent their peers and advise local government officials over concerns that the youth in the community may have. Members of the Laredo Youth Council must also participate in community service projects to give back to the community. The foundations of the purpose of the Laredo Youth Council are to:

- Educate its members of the pressing issues facing the City and the Laredo City Council
- Convey the concerns of Laredo youth to the City management and the Laredo City Council
- and promote public service.

Section 1.3 Responsibilities

The LYC Members are expected to do the following:

- Attend monthly Laredo Youth Council meetings
- Internships: Each participant will have an opportunity to do a voluntary internship with city departments.
- Participate in a minimum of three city-sponsored volunteer events
- Observational Meetings: Each LYC member must attend at least two City Council meetings; one in the fall semester, one in the spring semester.
- Each LYC member may be assigned a mentor through the City of Laredo.

Article 2: Composition and Eligibility

Section 2.1 Composition

The Laredo Youth Council will consist of no more than 25 members, with representation from all Laredo High schools, as well as students enrolled in home-based learning. Each City Council district shall also be represented within the LYC.

Each member's term shall be for one (1) year, or until the student graduates from high school.

Section 2.2 Eligibility, Application Requirements

To be considered eligible for membership in the LYC , the applicant must provide and meet the following criteria:

- Reside within the city limits of Laredo, Webb County, Texas
- Maintaining a good standing at school.
- Be entering grades 11 or 12 the following school year.
- Apply on time
 - Applications must include additional documents, including an unofficial transcript, disciplinary form, and resume for review.

Section 2.3 Code of Conduct

Every member of the LYC must be professional, friendly, comply with City Ordinances, Rules, and Policies and be a model citizen and a good role model to other youth.

Article 3: Offices

Section 3.1 Officers

Officers of the Laredo Youth Council include the Council Chair, Council Vice-Chair, Council Secretary, Council Treasurer, and Council Historian.

Section 3.2 Selection of Officers

Candidates for the officers of the Laredo Youth Council may be nominated by their peers or through self-nomination. Voting for officers will be conducted using a secret ballot that all members of the Council will vote on. Officers shall be selected at the first regularly scheduled meeting in June and take office at the first regularly scheduled meeting in August.

Section 3.3 Officer Duties

- Council Chair
 - The Chair shall preside the meeting, appoint members to subcommittees, represent the LYC at functions, and is a non-voting member unless there is a tie. The Chair is responsible for assisting city staff with meeting dates, when needed.
- Vice Chair
 - The Vice-chair shall assist the Chair in their duties and take on the duties of the Chair in case of absence.
- Council Secretary

- The Secretary shall keep a record of all things occurring at the meetings of the LYC. The Secretary is responsible for conducting roll calls, maintaining attendance records, and enforcing the attendance policy.
- Council Historian
 - The Historian shall maintain a record of all functions and activities of the LYC, including photographs and documentation, organized in a binder or digital archive made accessible to city staff.

Section 3.4 Terms and Vacancies of Officers

Each officer's term shall be for one (1) year. Previous officers may be nominated and placed in office the following term provided that they remain within the eligibility requirements (see Section 2.2) and win the majority vote. In case of resignation or dismissal of the LYC of an officer, an election will be held to replace the position for an unexpired term using selection guidelines from Section 3.2.

Article 4: Meetings

Section 4.1 Voting

Each member of the LYC is entitled to vote, except the LYC Chair. It takes a majority of members present to pass an action item. The Council Chair will have the deciding vote in case of a tie. Actions by the LYC are not binding on the City of Laredo, Texas.

Section 4.2 Agenda and Meetings

Meetings will be held monthly basis. The agenda and location of the meetings will be primarily set by city staff, with assistance from the LYC chair.

Section 4.3 Laredo City Council Meetings Proposals

If any proposals are made by that are relevant for City Council, they will be presented to the Laredo City Council at the City Council's second meeting of the month.