

# HINESVILLE YOUTH COUNCIL

## APPLICATION PACKAGE

The Hinesville Youth Council is an initiative focused on:

- Gaining knowledge of municipal government
- Developing leadership and public speaking skills
- Promoting a means by which youth can share their perspective

### **Eligibility Requirements (all items apply)**

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- Reside within the City of Hinesville.
- Attend a private school within the City of Hinesville or attend a public school of the Liberty County School System.
- Be in grades 9-12 during the term/school year.
- Be in good academic standing and free of any serious disciplinary infractions within the last six months.
- Have a minimum GPA of 2.5.

### **Participation Requirements**

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- Agree to the Code of Conduct.
- Commit to serving at least one full term of two years.
- Attend swearing in ceremony.
- Attend monthly Youth Council meetings.  
-1st Wednesday from 4:00 PM – 6:00 PM.
- Attend at least one City Council meeting during term of service.  
-1<sup>st</sup> & 3<sup>rd</sup> Thursday at 3:00 PM
- Attend at least one County Commission meeting during term of service.  
-1<sup>st</sup> Tuesday at 6:00 PM and 3<sup>rd</sup> Thursday at 5:00 PM

## **Term Specifications**

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Generally, the term of the Youth Council shall follow the Liberty County School System Academic Calendar with interview and qualification in summer months, service beginning following start of the school year and concluding in conjunction with the end of school year. Total service shall be limited to two, 2-year terms with the exception of senior year members.

## **Composition**

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Youth Council is comprised of 12 seats as defined below and 1 City Clerk.

(12) Councilmembers

(1) City Clerk

The Mayor and Mayor Pro Tem will be selected by peers following the election of Councilmembers.

## **Qualification & Election**

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Candidates for each seat will be qualified by the Advisory Board and the highest rated invited to participate in campaign activities. Elections will be conducted by ballot at each of the participating schools. Unopposed seats do not require campaigning. Results will be tallied by the City of Hinesville Community Development Department. Elects will be sworn in following official confirmation of ballots. Non-elect candidates are highly encouraged to participate in the Youth Council as constituents to continue providing input.

## **Meetings**

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Closed Youth Council meetings will be held monthly on the 1<sup>st</sup> Wednesday from 4:00 - 6:00 pm in the City Hall Council Chambers located at 115 East MLK Jr. Drive. These meetings shall be working sessions and closed to the public.

Three meetings per year (December, February, May) will be open to the public in order to receive input from Hinesville's youth. Times of open meetings may be adjusted to encourage youth constituent participation. Only youth\* may address the Youth Council. Adults\*\* should direct questions or comments to the City of Hinesville City Council.

\* age 18 or under, residing within the City of Hinesville, and currently attending a private school within the City of Hinesville or attending a public school of the Liberty County School System.

\*\* age 19 and over

## **Progress Reports**

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The Youth Council shall provide progress reports to constituents at the December, February, and May public meetings. The Youth Council Mayor or Mayor Pro Tem shall provide progress reports to the Hinesville City Council at the December, February, and May sessions. In both instances, the May report will be the final/annual report.

## **Partnerships**

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The City of Hinesville will partner with the Liberty County Board of Education and First Presbyterian Christian Academy to introduce the initiative, distribute applications to interested students, verify GPA, allow students to campaign for positions, etc.

<b>2020 Youth Council Application &amp; Campaign Schedule</b>	
Application Release	March 30
Application Submittal Deadline	May 29
Advisory Board Application Review	June 8-12
Candidate Interview Notification	June 15-16
Candidate Interviews with Advisory Board	June 22-26 <i>City Hall: Comm Dev Dept</i>
Candidate Qualification Notification	July 6-10
Candidate Campaign Period ( <i>if required</i> )	July 13- August 22
Tally Votes ( <i>if required</i> ) & Notification of Elects	August 24 – September 4
Swearing in Ceremony <i>*must wear white shirt and black pants</i>	September 17 @ 5:30 pm <i>City Hall: Council Chambers</i>
First Youth Council Closed Meeting	October 7 @ 4:00 pm <i>City Hall: Council Chambers</i>

<b>Important Dates at a Glance</b>	
Youth Council Open Meeting	December 2, 2020
City Council Progress Report	December 3, 2020
Youth Council Open Meeting	February 3, 2021
City Council Progress Report	February 4, 2021
Youth Council Open Meeting	May 5, 2021
City Council Final Progress Report	May 6, 2021

# HINESVILLE YOUTH COUNCIL

## POSITION SUMMARY

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### **Mayor**

The Mayor is the elected leader of the Youth Council and serves as the primary representative and spokesperson. It is the Mayor's responsibility to keep the Council running properly through group coordination and motivation. This position presides over meetings of the Council but votes in limited circumstances. The Youth Council Mayor shall present progress reports to the Hinesville City Council.

### **Mayor Pro Tem**

The Mayor Pro Tempore is a Councilmember. If the Mayor is unable to attend a meeting the Mayor Pro Tem shall preside at the meeting in the absence of the Mayor.

### **Councilmembers**

Councilmembers convene to plan and implement projects, activities and events. Councilmembers consider needs of the youth community when identifying Youth Council initiatives and making recommendations to the Hinesville City Council regarding priorities and goals of this demographic.

### **City Clerk**

The City Clerk provides assistance to the Mayor and Youth Council by preparing meeting agenda packets, taking minutes, and maintaining official records of the Council. The Clerk keeps track of attendance at all scheduled or called meetings as well as events that the Youth Council participates. This position will also maintain the Council budget throughout the term.

# HINESVILLE YOUTH COUNCIL

## CODE OF CONDUCT

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As a member you represent yourself, your family, your school and the community. It is important to project an image of consideration, sensitivity, and respect through your behavior, language and dress. The following is a list of expectations for conduct during your tenure with the Hinesville Youth Council.

Each member shall

- not represent any political party.
- not use position inappropriately or for personal gain.
- serve as a professional, positive representative at all times.
- adequately prepare for and actively participate in all sessions and activities.
- respect all Youth Council members, City of Hinesville representatives, and other persons encountered during term.
- be inclusive and promote equality by valuing others' ideas regardless of race, age, religion, gender, sexual orientation or disability.
- maintain good citizenship at school and within the community which includes prohibition of bullying and respectable use of social media.
- uphold the law and maintain a healthy lifestyle, which includes refraining from the use of tobacco, illicit drugs and alcohol.
- dress appropriately at all times.
- campaign with integrity and respect.

Members of the Hinesville Youth Council must uphold this code of conduct and ensure that behaviors are in line with the values of the Council. Any member displaying behavior that is deemed to contradict this code of conduct or purpose of HYC is subject to censure and removal after majority vote from the other members of the Council.

## **Dress Code**

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### General

- In general, dress at Council Meeting or similar events should be business or business casual.
- Polo, dress shirt, button down, blouse, or sweater are appropriate tops. Tops must be sleeved, and may not be fitting, low cut, or mid-drift. Tops may not have words or graphics.
- Dress slacks, khaki pants, capris, skirts, skorts are appropriate bottoms. Bottoms may not be fitting or distressed. Bottoms may not have words or graphics. Skirts and skorts must be knee length.
- Dresses are appropriate attire, must be knee length, and may not be fitting.
- Jean material or jean-like material is not acceptable for Council Meeting in the form of tops or bottoms.
- Councilmembers may dress in their school uniform in accordance with the applicable policy.

### Casual

- If the group participates in a casual event, the dress code may be relaxed.
- T-shirts are appropriate tops. T-shirts must be sleeved and may not be fitting, low cut, or mid-drift.
- Jean material or jean-like material is appropriate in the form of tops or bottoms. Jeans may not be fitting or distressed. Jeans may not have words or graphics.
- Shorts are appropriate bottoms. Shorts may not be fitting or distressed. Shorts may not have words or graphics. Shorts must be knee length.

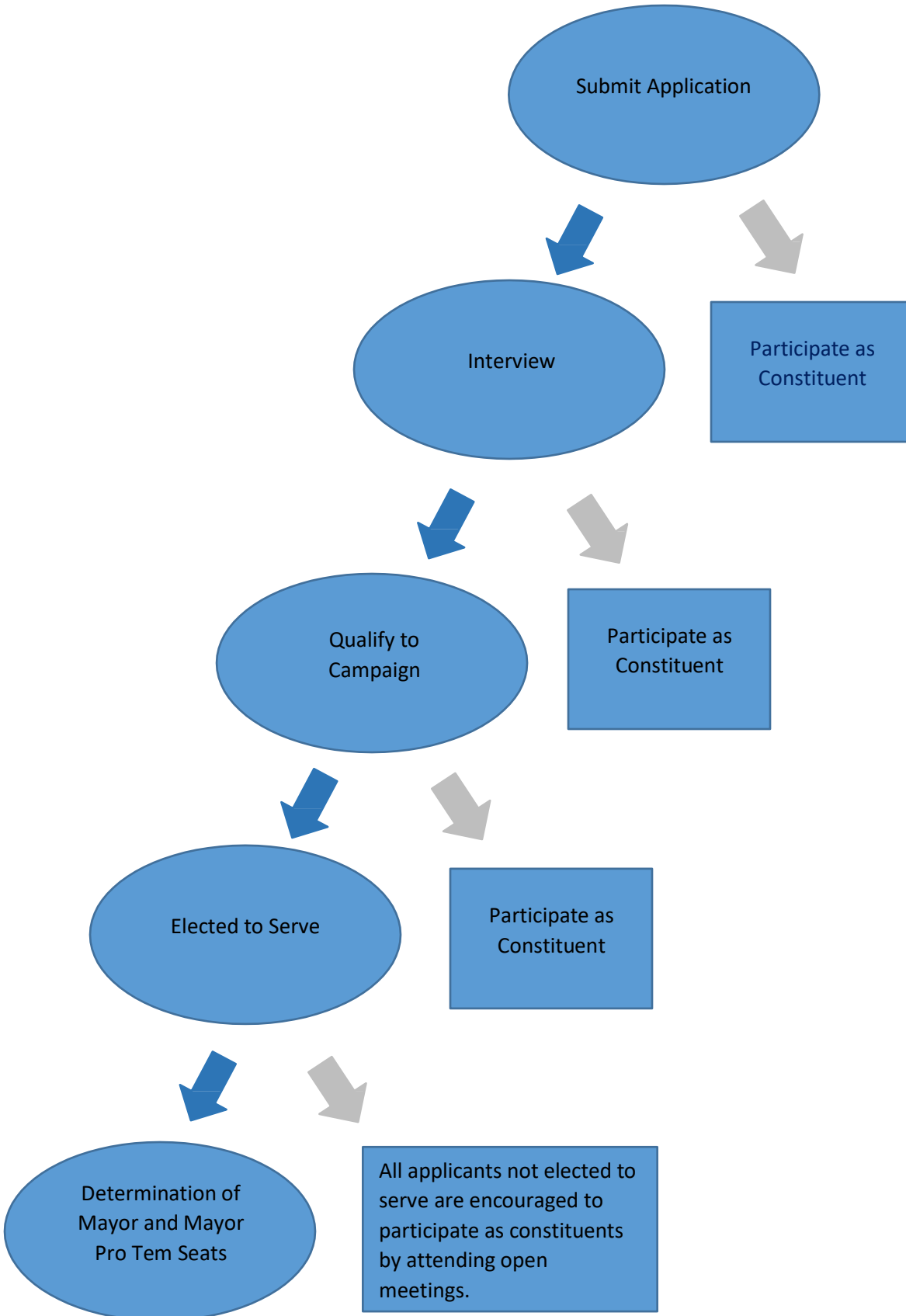
## **Campaign Rules**

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- All social media accounts used for campaigning must be provided to Staff Liaison for monitoring.
- Promotional and/or incentive items are limited to a total of \$20 for duration of the campaign.
- Campaign communication/advertisements should be positive and highlight your platform.
- Campaign communication/advertisements should not contain sexual language, profanity, obscene gestures, nudity, partial nudity, derogatory statements, discriminatory references, or criticize opponents.
- General physical campaigning should be limited to locations where expressed consent has been provided by legal owner of the property.
- School physical campaigning should be limited to approved areas and methods.
- All physical campaigning locations shall be left free of debris and damage.

# HINESVILLE YOUTH COUNCIL

## APPLICATION & ELECTION PROCESS





Hinesville Youth Council



Building and Preparing Our Community's Future Leaders

We are happy to answer your questions

Phone (912) 876-6573

Email: CommunityDevelopment@cityofhinesville.org

ShaQuanvia Jones | Kristin Hopkins-Graham | Donita Gaulden

Application Deadline 4:00 pm May 29, 2020

STUDENT/APPLICANT

Please print or type responses

2020-2022 Council Term

Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

Name of School \_\_\_\_\_ Grade in 2020-2021 \_\_\_\_\_

Student Email Address \_\_\_\_\_

PARENT/GUARDIAN

Name \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Five (5) Councilmember positions are available. The City Clerk position is currently filled.

- Councilmember \*Mayor and Mayor Pro Tem will be selected by peers following election.

1. In the space below, detail which characteristics you possess that make you the ideal candidate for the desired position.

Multiple horizontal lines for writing a response to question 1.

2. On a separate page, provide a 500 word essay on what you consider as the most important issue of the community and how you would most effectively address.

3. Include two (2) reference letters from adults that can provide a testimony of your leadership potential and ability to manage the demands of both school and the Youth Council. One is required to be from a teacher, counselor or school administrator. Recommendations for other references include employer, coach, or leadership of a club/extracurricular activity.

4. Obtain signature of support and photo release from parent or legal guardian.

5. Obtain signature verification of current GPA from school official.



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  - Open meeting time may be adjusted to encourage youth constituent attendance.
- ◇ Attend at least one City Council meeting during each term of service.
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### **ATTACHMENTS**

*Please retain attachments for your records.*

- A) Program Summary
- B) Position Summary
- C) Code of Conduct

### **SUBMISSION**

Completed applications may be submitted by hand delivery, mail, or email and must be received by 4:00 pm May 29, 2020.

Email: [dgaulden@cityofhinesville.org](mailto:dgaulden@cityofhinesville.org)

#### **Hand Delivery**

City of Hinesville  
Community Development Department 2nd Floor  
Leave package for Donita Gaulden with receptionist  
115 East MLK Jr. Drive  
Hinesville, GA 31313

#### **Mailing Address**

City of Hinesville  
Community Development Department  
Attn: Donita Gaulden/Youth Council  
115 East MLK Jr. Drive  
Hinesville, GA 31313



**STUDENT/APPLICANT**

I attest that I meet Eligibility Requirements at the time of application and further agree to notify the Youth Council City Clerk of changes in my residence, enrollment, or GPA within five (5) days of the event. I acknowledge and agree to the Participation Requirements and the Code of Conduct and Terms set by the Hinesville Youth Council.

Applicant Printed Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Do you agree to receive text messages regarding Youth Council  Yes  No

**PARENT/GUARDIAN**

As the parent/guardian of this applicant, I support his/her participation and commitment to the City of Hinesville Youth Council including the Participation Requirements and Code of Conduct. I agree to ensure that adequate transportation is available for Youth Council Meetings and related events.

I understand, acknowledge, assume and accept the risk that personal injury, property damage, or death may occur while my child participates in Hinesville Youth Council. I, the undersigned, assume the risk and hold the City of Hinesville, agents, and employees harmless for any personal injury, property damage, or death arising out of any and all events at or in conjunction with Hinesville Youth Council. I further covenant and agree that I will not sue the City of Hinesville, agents, or employees for any claim for damages arising or growing out of my voluntary participation in or travel/educational activities at or in conjunction with the Hinesville Youth Council.

Parent/Guardian Printed Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Do you agree to receive text messages regarding Youth Council  Yes  No

I understand that throughout the term photos will be taken and videos may be created. I hereby grant permission to the City of Hinesville to use photographs and/or video in publications, news releases, online, and in other communications. I understand and agree that the audio, video, film, or print images may be edited duplicated, reformatted, distributed, reproduced, or broadcast.

Parent/Guardian Printed Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**SCHOOL OFFICIAL**

I attest that the applicant \_\_\_\_\_ has a GPA of \_\_\_\_\_ as of today's Date \_\_\_\_\_

and is free of any serious disciplinary infractions within the last six months  Yes  No

Printed Name and Title of School Official \_\_\_\_\_

Signature of School Official \_\_\_\_\_

