



## **Application & Selection Process**

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The application period for new Youth Council members is in the spring and will normally run for approximately four weeks.

Application packets will be distributed to Waco public schools, private schools, home school associations, as well as non-profit, civic organizations, all Waco-McLennan County Library branches, at the City Secretary's office and the Parks and Recreation Administrative Offices.

Applications submitted prior to the established deadline are reviewed and qualified, selected candidates will be contacted to set up an interview to be conducted in early May.

Members related to or closely acquainted with candidates recuse themselves from evaluating that specific candidate. Members rank candidates, and the rankings are averaged.

Candidates with the highest average rankings are presented to the Waco City Council for their review and approval. City Council may accept the recommendations as made or may make any changes they deem appropriate.

Upon Council approval, letters are mailed to all interviewed candidates informing them of the membership appointments to the Waco Youth Council.



## Checklist, Contacts & Questions

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Please complete, include, and submit the following documents to the  
Parks and Recreation Office at 201 West Waco Drive  
on the 2<sup>nd</sup> floor of the Community Services building no later than  
**5pm on Monday, April 29, 2024.**

You may mail it to Parks and Recreation, Attn: Youth Council Application Packet,  
PO Box 2570, Waco, TX 76702-2570,  
or scan and email the packet to [WacoYouthCouncil@wacotx.gov](mailto:WacoYouthCouncil@wacotx.gov)

**Applications received after the deadline will not be considered.**

### **COMPLETE SUBMISSIONS MUST INCLUDE:**

- 2024-2025 Youth Council Application Form  
Short Answer – TYPED response to two (2) questions – one paragraph per question.
- Teacher / Counselor Recommendation  
\*Students participating in home school may submit an additional Open Recommendation in lieu of this form
- Parent / Guardian Recommendation
- Open Recommendation
- Student & Parent / Guardian Agreements
- Student & Parent / Guardian Honor Code

**APPLICATION DUE DATE: April 29, 2024, by 5:00 PM**

For questions, please contact the Youth Council Advisor by email at  
[WacoYouthCouncil@wacotx.gov](mailto:WacoYouthCouncil@wacotx.gov) or by phone at (254) 750-5980.



## **Mission**

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The mission of the Waco Youth Council is to provide Waco's youth with an active role in addressing community issues and to serve as a voice for youth in all aspects of the community.

## **Purpose**

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The purpose of the Waco Youth Council is to:

- Define specific ways to address community issues as they arise through the development of goals, objectives, and recommended actions.
- Encourage and promote the education of youth regarding city government and the importance of citizen input, participation, and responsibility.
- Assist and advise the Mayor, City Council, and city departments.
- Conduct surveys, studies, forums, seminars, workshops, and special events.
- Serve as youth ambassadors for the City of Waco.

## **Qualifications**

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In order to qualify to serve on the Waco Youth Council, applicants and members must be:

- Waco residents (must reside within one of the five City Council districts);
- Entering 9<sup>th</sup> through 12<sup>th</sup> grade public, private, or home school;
- A role model for local youth and able to serve as ambassadors for the City of Waco;
- Committed to accomplishing the purpose of the Waco Youth Council; and
- Able to consistently attend regular meetings and events for or by the Waco Youth Council.



## **Governance**

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Officers of the Waco Youth Council will be nominated and elected during the first meeting of the fall session and will serve for the duration of the school year.

## **Officers**

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Waco Youth Council Officers include:

- Chairperson or Chair
  - The Chair will preside over and maintain order at meetings and events and ensure participants are following the conventions of the meeting and/or event.
  - The Chair will ensure that all members, speakers, presenters, and attendees are treated respectfully, fairly, and equally.
- Vice Chairperson or Vice Chair
  - The Vice Chair will support the Chair in ensuring order at meetings and/or events and will assume the responsibilities of the Chair in the event the Chair is absent or no longer serving on the Youth Council.
  - The Vice Chair will maintain the Youth Council calendar and inform members of Youth Council activities.
- Secretary
  - The Secretary support the Chair in ensuring order at meetings and/or events and will take meeting summary notes for all Youth Council meetings.
  - The Secretary will assist with meeting/event set-up and clean-up.
- Historian
  - The Historian supports the Chair in ensuring order at meetings and/or events and will work with city staff to produce and maintain a social media presence.
  - The Historian will produce a Youth Council scrapbook for each session of the term of service, coordinate an annual Youth Council directory and the annual Youth Council photograph.
- All officers will represent the Youth Council to the public when called upon to do so.



## **Conduct Guidelines**

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As a role model and ambassador for the City of Waco, each Waco Youth Council member must conduct themselves in a positive, friendly, and law-abiding manner at all times.

All Youth Council members, as well as their parent/guardian, will review and attest to the “Waco Youth Council Honor Code / Role Model Responsibility” included in this packet as part of the application process.

A Youth Council member who is absent from more than 2 of the regular meetings during any 12 month period, whether excused or not, may be removed from his/her office or membership by the City Council.

The record of a member’s absences will begin with the first regular meeting after the fifteenth day from the date the member received notice of his/her appointment.

The Chair shall send any member with two consecutive absences a written notice of attendance status.

Members shall immediately report instances of poor conduct to the Waco Youth Council Advisor(s).



## Meeting Location

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Regular meetings of the Waco Youth Council are generally held at the City of Waco Community Centers.

Dewey Community Center located at 925 North 9<sup>th</sup> Street, Waco, TX 76707.

South Waco Community Center located at 2815 Speight Ave, Waco, TX 76711.

Doris Miller Community Center located at 1020 Elm, Waco, TX 76704.

On occasion, meetings are held at various other locations and ample notice is given. Meeting locations and times are always provided on the official meeting agenda posted to the City of Waco website at least 72 hours in advance of the actual meeting.

Regular meetings are called on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month, and regular meeting times begin at 5:30 pm and usually end at 7 pm. Meetings are not called on official City holidays.

Meeting locations and times are flexible as needed to accomplish the goals and objectives set by the Waco Youth Council.

## Tentative Schedule

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The regular term of the Waco Youth Council runs from late August/September through the following May with two sessions. The sessions coincide with the Fall and Spring school semesters.

The Fall session concludes with the Winter/Christmas break, and the Spring semester concludes with the school year.

### Tentative Meetings for the 2024-2025 Term

- Fall Term
  - August 26 - Meet and Greet
  - September 2 – City Holiday – Labor Day – No Meeting
  - September 16 – 1<sup>st</sup> Regular Meeting & Officer Elections
  - October 7 – Regular Meeting
  - October 21 – Regular Meeting
  - November 4 – Regular Meeting
  - November 18 – Regular Meeting
  - December 2 – Regular Meeting
  - December 16 – Regular Meeting



## **Tentative Schedule (Continued)**

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### Tentative Meetings for the 2024-2025 Term

- Spring Term
  - January 6 – No Meeting
  - January 13 – Regular Meeting
  - January 20 – City Holiday - No Meeting
  - February 3 – Regular Meeting
  - February 17 – School Holiday - No Meeting
  - March 3 – Regular Meeting
  - March 17 – Regular Meeting
  - April 7 – Regular Meeting
  - April 21 – Regular Meeting
  - May 6 – Tentative – Recognition Night at City Council

Depending on the various adopted school calendars, regular meetings that coincide with dates within the Winter/Christmas break and Spring Break may be cancelled.