



Palm Beach County
LEAGUE of CITIES, Inc.

YODEL

October 2011 - Version 1.2



YODEL Handbook

Youth Delegation Program:

A unique county-wide program to provide leadership skills, development and mentoring opportunities designed for our future municipal leaders, also providing a forum for youth perspectives in the public policy process.



YODEL PROGRAM HANDBOOK

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YODEL: Overview of Our Youth Delegate Program

The Palm Beach County League of Cities Youth Delegate Program, known as **YODEL**, is designed to promote leadership, vision and opportunity for our area youth county-wide. This is a unique program to help and mentor promising youth, and assist them in developing into tomorrow's leaders, taking charge of their future and learning problem solving skills they can apply in a positive, productive way for their community's betterment in the future. Our forum allows youth delegates to get involved in community-wide issues and plan activities, and sends select youth on advocacy trips to the Florida and National League of Cities conference functions. We facilitate assistance for these events through sponsorships, grants and follow up activities back home in our communities and provide the organizational infrastructure necessary to apply the networking and skills achieved to a formal process.

Area youths interested in pursuing study, activism and involvement in the public policy process, which can enhance their neighborhoods, provide public service and generally contribute to the benefit of their communities, will be considered through an application and committee selection process. As we strive for an understanding of democracy in a civil environment, municipal government professionalism and best practices to solve community challenges, we encourage our communities, schools, empowerment centers, after school and other programs to identify, encourage, support and promote their youth talent pool for this unique opportunity.

What is the YODEL Program?

Our Youth Delegation Program (YODEL) is described in this document and within the included bylaws. The program provides a League-wide model youth group assembly to meet and debate county-wide issues of concern to our youth in our communities, to design projects and make recommendations for implementation within individual municipalities, to host special events and to allow youth representatives to travel to recognized state and national conferences to learn and network for these same purposes.

A select traveling youth delegation will be chosen each year to represent the larger group and will attend the **Florida League of Cities Annual Conference** youth leadership activities, the **National League of Cities Congress of Cities & Exposition** and possibly other related events pertinent to its mission. Selected participants will be attending youth delegate conference programs including interactive, problem-solving workshops specifically designed and facilitated for youth leaders to network and apply critical consensus building and leadership skills to collective issues back home in our communities. They learn leadership skills, meet peers nationwide, experience confidence building and critical thinking exercises and represent their neighborhoods, schools and communities in an unparalleled opportunity. The YODEL experience will significantly change participating youth's lives in many positive ways!

How does the YODEL application process work?

Eligible youth may submit a complete application to the League of Cities office by the annual deadline. All applications are for qualified high school aged youth (13-19 year olds), residing within one of the thirty-eight municipalities of the county, as defined in our League's five geographic areas districts.

A committee comprised of League municipal officials, designated by criteria established by the League board, will review and select a finalist group of delegates and possible alternates.

Cost, Support & Sponsorship:

There is no charge to apply, to be selected, or to serve on the League of Cities' YODEL program. Your time spent on this group is community based volunteer time and may be eligible for community service hour credits from the School District and your home municipality for each youth participant. As one might imagine, it costs a great deal of money to send participants on state and national destination trips which include costs for lodging, transportation, meals, registrations fees and travel incidentals. Youths selected to participate in these types of events will be required to help raise the funds needed to underwrite their trips through activities approved and implemented by the youth delegation group. Traditionally, the League of Cities, corporate and municipal sponsors have stepped up to the plate with generous underwriting toward the program as well.

Eligibility Requirements for Applicants:

1. Must be a High School aged youth (13-19 year old) attending a Palm Beach County high school, private school, charter school or recognized home school located in the county.
2. Must demonstrate good communication skills, show maturity in judgment and purpose, and have an objective of pursuing public service and community improvement.
3. Must provide two (2) letters of recommendation: one from the student's school (i.e. teacher, guidance counselor, coach, etc.) and one from a member of the community who is familiar with the applicant's character (not a family member or relative).
4. Must write a one-page essay explaining why he/she should be selected for the program.
5. Must be available and attend on the dates of the YODEL meetings.
6. Must submit the Parental Consent and Medical History forms for any travel or events.
7. Must include an up-to-date resume within application package.
8. Must note that incomplete applications will not be forwarded for consideration.

IMPORTANT DATES:

July 2012..... YODEL Selection & Orientation Training
August 23-25th 2012 Florida League of Cities Annual Conference, Hollywood, FL
November 27-Dec 1st 2012 ... National League of Cities Annual Congress of Cities, Boston, MA

For more information call the League office during regular business hours at (561) 355-4484. You may also email Je'Riise Hansen at: jhansen@pbcgov.org for further information.

Completed applications should be delivered or mailed to the Palm Beach County League of Cities offices at the address listed below. Deadlines and notification dates will be determined by the YODEL program and League of Cities officials each year and published on our website.

Youth Delegation Program Requirements

The Palm Beach County League of Cities Youth Delegation program, also commonly known as our YODEL program, is a leadership skills development opportunity for emerging “future leaders” from among our communities. The delegation is composed of high school-aged youth from Palm Beach County’s municipalities. YODEL is an opportunity for youth to have a formal role in our area’s planning and decision-making public process.

Youth Delegation Members:

- Represent area youth on issues important to them.
- Identify ways to improve our area for its youth.
- Raise and appropriate funds and resources for youth related activities.
- Act as an advisory board to City Councils/Commission and other area groups.

Membership Criteria:

Applicants must be willing and able to commit to attend regularly scheduled work sessions, committee and public meetings. Meetings may be held once a month, with additional meetings and events as decided by the Youth Delegation. All applicants will be considered regardless of race, color, gender, national origin or disability.

Complete applications must be submitted by deadlines in our offices located at:

**Mail to: Palm Beach County League of Cities, Inc.
P. O. Box 1989, Governmental Center, West Palm Beach, FL 33402**

Street address: 301 North Olive Avenue, Suite 1002.17, West Palm Beach, FL 33401

The Delegates will be expected to:

- Adhere to YODEL’s Attendance Policy
- Be present and arrive on time to all meetings requiring their services, this includes but is not limited to: Public Meetings, Committee Meetings and events throughout the year.
- Arrange transportation needs personally, or coordinate with sponsoring municipalities.
- Lead by example and serve as positive role models for other youth in the area.
- Voice both their concerns and those of their peers about issues in our area that may affect them.
- Increase awareness of the Palm Beach County League of Cities Youth Delegation and its events to peers and community groups throughout our area.
- Support the committee Chairperson and Coordinating staff
- Attend Annual Training and Organizational Meeting in June
- Know and adhere to the By-Laws and Policies of the YODEL Program



2012 Applicant Information (Please Print)

Youth Applicant Information:

Name: _____

Date of Birth: _____ Age: _____ Current Grade Level: _____

School: _____ GPA Score: _____

Shirt Size: _____

Home Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Student's Email Address: _____

Student Cell Phone: _____

Parent/Guardian Email Address: _____

Home Phone: _____

Cell Phone: _____

Work phone: _____

Work Address: _____

Where did you get your application? (Mark one)

School City Office Community Center Recreation/Afterschool Program
 Website _____ or Other _____

Have you ever attended a League of Cities or YODEL event? Yes No.

If yes, which event?

Experience and References:

List your most recent jobs and volunteer experience, including organizations and clubs. Feel free to attach any additional information that will support your application (Recommendation letters, resume, documented hours of Community Service, etc.)

Name of Organization: _____

Title or Position: _____

Period of Involvement: Hours per Week: _____

Contact Information of Reference: _____

Brief Description of Duties: _____

(Continued next page)



Name of Organization: _____

Title or Position: _____

Period of Involvement: Hours per Week: _____

Contact Information of Reference: _____

Brief Description of Duties _____

Name of Organization: _____

Title or Position: _____

Period of Involvement: Hours per Week: _____

Contact Information of Reference: _____

Brief Description of Duties _____

Additional Information: ESSAY Submittal

To give each applicant the opportunity to demonstrate his or her eligibility for the Youth Delegation, answer the following questions on a separate sheet of paper. Please limit each response to 100 words or less. Attach response sheet to the application and submit together:

1. Why do you believe that you would be a good candidate for the Youth Delegation?
2. What do you envision a Youth Delegation as being?
3. In your opinion, what is the most critical issue facing youth in your school; in your neighborhood; in your city and county? What can a Youth Delegation do to solve such a problem?

Additional Information: Permission Forms

I have attached my:

Parental Permission Form Medical Addendum & Insurance Form

Applicant Statement:

I hereby certify that the information I have given is true and correct to the best of my knowledge. I understand that provision of false information may disqualify my consideration. I authorize the release of this information for verification purposes and understand it will be used only to process my application.

I have read and agree to the bylaws and policies of the YODEL program.

Signature: _____ Date: _____

The Palm Beach County League of Cities, Inc. Youth Delegation Program

(Also known as: "YODEL")

"YODEL" BY-LAWS

ARTICLE I – MEMBERSHIP

Section 1 – Representation

A total of no more than twenty (20) members will serve on the Palm Beach County League of Cities Youth Delegation, (the "Youth Delegation") with a maximum of four youth from each of the League's five area Districts. The League's Youth Delegation shall seek in its membership a diverse representation reflecting the areas of the community countywide.

Section 2 – Membership Qualifications

All members must live within the city limits of one of the (38) municipalities which is a member of the Palm Beach County League of Cities, Inc. (the "League") and will be selected from Districts 1 through 5, as described in the League's bylaws. Members must be high-school-aged youth (13-19 year old) enrolled in a Palm Beach County high school, private school, charter school or recognized home school located in the county between the grades of 9 to 12. Members shall have and maintain at least a 2.25 GPA.

Section 3 – Term Limits

Terms shall be for two years, or until the student transfers or graduates from high school. Members and applicants may re-apply every year, provided they remain within the grade limits and other requirements of the membership qualifications.

Section 4 – Application Process

Members of the Youth Delegation shall be chosen through an application process. Interested parties shall complete a simple application form. The League's Board of Directors (or its designated selection committee) shall review the applications and select members of the Youth Delegation. The League's "District Seats" Board members (Geographically clustered Districts 1 through 5) shall promote, encourage and monitor applicants from within their geographical area municipalities to assure opportunity and participation across the county.

Section 5 – Appointment of Members

A minimum of three (3) members shall be appointed by the League's Board of Directors (or its designated selection committee) from each of the five Districts of the League to serve on the Youth Delegation with a maximum of four (4) from each district allowed.

Section 6 – Conduct

Each member of the Youth Delegation must conduct himself or herself in a positive, friendly, and Law-abiding manner at all times. Smoking, drinking alcoholic beverages, or using illegal drugs by any member of the Youth Delegation is strictly forbidden. Intentional negative use of digital, mobile computing and

social networking technologies are forbidden. Such behaviors will not be tolerated and constitutes grounds for immediate removal from the Youth Delegation.

ARTICLE II – OFFICERS

Section 1 – Offices

A League board member, or designated League staff member, shall serve as temporary chair for purposes of presiding over the election of the Youth Delegation Chairperson. The Youth Delegation shall elect from its members a Chairperson, Vice-Chairperson, and Secretary, all of which shall be considered officers. The Officers shall be elected in accordance with Section 3 below.

Section 2 – Officer Duties

The duties of the officers shall be as follows:

- a. The Chair shall preside over the meetings of the Youth Delegation and shall be charged with the administration of the affairs of the Youth Delegation with assistance from the office of the Chair shall perform such other duties as provided in these by-laws or as directed by the League Board of Directors.
- b. The Vice-Chair shall perform the duties and exercise the power of the Chair during the absence of the Chair.
- c. The Secretary shall determine a quorum for the meeting, take minutes (meeting notes) and provide them to the League. The Secretary shall conduct the roll call at the beginning of the meeting and shall perform the duties and exercise the power of the Chair during the absence of both the Chair and the Vice-Chair.
- d. The Immediate Past President shall have a vote and shall be counted for the purpose of quorum.

Section 3 – Election of Officers

The officers of the Palm Beach County League of Cities Youth Delegation shall be elected annually by a majority vote of a quorum of voting members present.

Section 4 – Terms of Office

The term of all offices provided for in Section 1 hereof shall be for one year; however that all officers shall continue to hold office until their successors are elected. Officers of the Youth Delegation shall be elected at the regular meeting held in MAY each year. Outgoing and incoming YODEL officers may be recognized in conjunction with the League's annual meeting and installation GALA.

Section 5 – Vacancies of Officers

Should a vacancy occur in an office of the Youth Delegation by resignation, removal, or by any other reason, the office shall be filled by an election at the next regular meeting of the Youth Delegation. A vacancy from a non-officer seat shall be filled from the same area District in which it occurs.

ARTICLE III – MEETINGS

Section 1 – Regular Meetings

Regular meetings of the Youth Delegation shall be held once a month on the (recurring day) of each month, between the hours of 4:00 to 5:30 PM. The principal meeting place of the Youth Delegation shall be at the League office in the Palm Beach County Governmental Center, or as established by the youth delegation members by official action at a meeting. An attempt shall be made to hold meetings in locations within each of the 5 geographic districts as often as possible.

Robert's Rules of Order shall govern the proceedings of the Youth Delegation when not inconsistent with these by-laws. Matters for consideration by the Youth Delegation shall be presented only at Youth Delegation meetings. Before convening a meeting of the Youth Delegation, the Chairperson of the Youth Delegation shall inform the League office of the subject matter of the meeting.

The League shall give public notice of all youth delegation meetings in accordance with the requirements and typical procedures used between the League and its members. This notice shall include posting on the League's official website.

Section 2 – Special Meetings

Special meetings may be called upon the request of the Chairperson. Requests for special meetings shall be sent via electronic mail, or by telephone, to the office of the Palm Beach League of Cities at least 48 hours before the proposed time of the meeting. This request shall include the reason(s) for requesting the special meeting and the League shall notify every member of the Youth Delegation via electronic mail or by telephone. No subjects other than those stated in the notice shall be considered at the special meeting.

Section 3 – Open Meetings

All meetings of the Palm Beach County League of Cities Youth Delegation shall be open to the public.

Section 4 – Quorum

The presence of a majority of the entire membership of the Youth Delegation shall constitute a quorum for a meeting of the Youth Delegation which is a prerequisite to transacting official business at any meeting.

Section 5 – Voting

The affirmative vote of a majority of the members present shall be necessary to adopt a recommendation to be forwarded to the League Board of Directors for review and/or possible action.

Section 6 – Order of Business

The Chairperson of the Youth Delegation shall, when present, call the Youth Delegation to order. Before proceedings to business, the roll of the members shall be called, and the names of those present (and absent) entered in the minutes. If a quorum is present, the order of the business on the agenda shall be:

- a. Pledge of allegiance.
- b. Roll Call and Introductions
- c. Approval of the minutes of the previous meeting.
- d. Unfinished business.
- e. Matters for consideration.

- f. Announcements.
- g. Adjournment

Section 7 – Recordings of Meetings

The proceedings of the Youth Delegation shall be recorded by the YODEL Secretary, or staff of the League for documentation of YODEL meetings. Records shall be preserved in accordance with the record retention schedule established by the League Office.

Section 8 – Conduct of Members

No member of the Youth Delegation shall interfere with the orderly progress of the meeting by leaving his or her seat or engaging in unnecessary conversation. Any member guilty of unprofessional, unethical, or illegal conduct shall be reported to the League Board of Directors and the host city council/commission for action and may be removed from the program by the League Board of Directors.

Section 9 – Attendance

Attendance at regular Youth Delegation meetings is expected from all members. If a member cannot attend due to sickness or for a duly-authorized reason, the member shall notify the Office of the League, who shall notify the Chair of the Youth Delegation. Any member who fails to appear and answer to his or her name when the roll is called at any regular meeting or special meeting shall be recorded as absent (excused or unexcused). Any member of the Youth Delegation who misses two or more consecutive meetings (excused or unexcused) shall be reported to the League Board of Directors for action, and may be removed from serving in the program by said Board.

ARTICLE IV – ANNUAL REPORTING

Section 1 – Annual Report to the Palm Beach County League of Cities Board and City Councils

The Chairperson or designee shall make a report to the League Board of Directors of the activities and business of the Youth Delegation at least once each calendar year. Periodic reports to city council/commissions represented on YODEL are also expected, but will be coordinated between those individual municipalities and their representative students.

ARTICLE V - ROLE OF THE LEAGUE OF CITIES BOARD OF DIRECTORS

Section 1 – League of Cities Board of Directors and Member Cities

The League Board of Directors shall receive recommendations from the Youth Delegation. The League Board of Directors shall provide support staff to the Youth Delegation to assist them in carrying out their duties. Individual municipalities may communicate upcoming issues to the Youth Delegation through the League office with written correspondence, or schedule presentations in person to the Youth Delegation, so they may consider and respond accordingly. Members of the Youth Delegation are selected by the League Board of Directors (or its designated selection committee) and may be removed by the said Board or its designated selection committee.

ARTICLE VI - BY-LAWS AND AMENDMENTS

Section 1 – By-Laws and Amendments

The by-laws of the Youth Delegation shall be reviewed once each year. The by-laws may be amended at a regular stated meeting provided two-thirds of the members of the Youth Delegation approve the amendment in a roll call vote; providing further that the amendment is part of the agenda for the meeting and the membership has been notified in writing. By-laws and amendments must be approved by the Palm Beach County League of Cities Board of Directors in order to take effect.

ARTICLE VII - MISSION, ACTIVITIES, SPECIAL PROJECTS AND TRAVEL

Section 1 – Mission Statement

The Youth Delegation Mission Statement shall determine the priority focus of the work of the Youth Delegation. It shall acknowledge the relationship of the program to the League organization. The mission statement will emphasize the collective regional area served on behalf of all thirty eight of the League's member municipalities and focus on issues and best practices for the betterment of the entire region.

Section 2 – Activities and Special Projects

The Youth Delegation shall determine its own activities and special projects, in conjunction with establishing feasible time lines and assignments of responsibility as well as securing funding for programs and projects initiated.

Section 3 – Travel

Members of the Youth Delegation will be selected from time to time to travel to local, state and national conferences and events, representing the League's thirty-eight member municipalities. The Youth Delegation shall determine its procedures and selection criteria for travel in conjunction with and subject to the approval of the League Board of Directors. The Youth Delegation shall also establish time lines, assignments of responsibility, securing funding for programs and projects to be initiated.

Section 4 – Community Service Hours

Members of the Youth Delegation may be eligible to receive official credit for school and community service hours for their participation with the program and its events, projects and educational conference travel.

ARTICLE VIII - RESERVED

Permission Forms & Other Resources

- **FORM 1 – Required for all Youth Delegation Program Participants: Basic Contact Information Form includes Parental Permission sign off, Medical & Liability Waiver with Emergency Medical Consent, Authorization for Treatment and Palm Beach County League of Cities Youth Delegation Policy and Liability Waiver**
- **Additional Forms may be required for specific YODEL programs and out of area conference travel.**

Youth Delegation Program Parental Permission, Medical and Liability Waiver Form

(Please Print)

Participant's Name: _____

Home Address: _____

City _____ State _____ Zip: _____

Telephone (H): _____ (W): _____ (Cell/Other): _____

School Enrolled _____ Student Email: _____

Gender _____ Date of Birth: _____

Emergency Contact: _____ Relationship: _____

Telephone (H): _____ (W): _____ (Cell/Other): _____

Emergency Medical Consent and Authorization for Treatment

In the event of an injury or illness that requires medical treatment, your child's medical insurance will be the primary insurance.

Company Name: _____

Policy Number: _____ Telephone _____

I hereby give permission to the staff to secure proper treatment for my child in the event of illness or injury, if I cannot be reached. I give permission to the physician selected by the staff to hospitalize my child and to order the necessary treatment, including anesthesia and surgery.

Parent/Guardian Name: (Please Print) _____

Signature: _____ Date: _____

Palm Beach County League of Cities Youth Delegation Policy and Liability Waiver

I hereby declare that I am the legal parent/guardian of the above named participant and give my consent for his/her participation in the Palm Beach County League of Cities Youth Delegation program. In consideration of my child being permitted to participate, I hereby release, waive, indemnify and hold harmless the Palm Beach County League of Cities, Inc. their agents, employees or volunteers, the individual municipalities, State of Florida, Florida League of Cities, National League of Cities, their agents, staff or sponsors from any and all liability for all injury, loss, damage and/or claim of damages to the person or property of my child during his/her participation with the Palm Beach County League of Cities Youth Delegation program, or its agents and hereby agree to allow my child to be photographed and/or videotaped during his/her/our participation in activities. I further authorize the use of such photos and/or videos for any promotional and/or documentary purposes without compensation.

Parent/Guardian Name: (Please Print) _____

Signature: _____ Date: _____