

# Utah Attorney General's Youth Advisory Committee

## -Charter, Rules, and Governance-

Revised September, 2020



### **About the Committee**

The Utah Attorney General's Youth Advisory Committee gives an opportunity to teenaged students to make the State of Utah a better place by providing advice to the Attorney General's Office on events, programs, and policies that affect teens.

The Committee meets twice a month. We are aiming to meet at the State Capitol once in the month and the other meeting will be a hands-on activity in the community. Dates and times to be confirmed. In the past meeting in the afternoon at 4:30pm has worked well.

### **Eligibility**

Applicants must:

- Be 13-18 and be in middle or high school, whether public, private, charter, or home school.
- Be residents of Utah.
- Have an interest in making the State of Utah a better place by providing advice to the Attorney General's Office on events, programs, and policies that affect teens.

### **Application Process**

Applicants must complete the application form and turn it in to the contact information on application form. All potential members will have a cursory background check run on them. If something is found, the teen and the adult advisor will have a discussion and decide if it's appropriate to proceed. If something is found, that does not make the applicant automatically unfit to be a member of the Youth Advisory Committee.

Applications are due each year in September.

Applicants will interview with the Adult Advisor and one other member of the Utah Attorney General's Office. Applicants who are selected will attend one regular Youth Advisory Committee Meeting as a trial run. Applicants will be informed following the interview and trial run if they are invited to join the Youth Advisory Committee as a member.

Those who are already members of the Committee can submit a notice via email that they wish to continue on the Advisory Committee for the following school year. Emails should be submitted in September.

The Youth Advisory Committee year is considered to be from mid-October to the beginning of the following October.

### **Permission**

All members must turn in their signed permission slips before being able to participate in the group. All members must have permission from a parent/legal guardian to participate in any off-campus operations or meetings outside of the regular discussions and activities.

### **Attendance**

All members must attend 60% of meetings during the school year. (This does not include voluntary activities.) If members are unable to attend a meeting, they should let the adult advisor know in advance. If members attend less than 60% of meetings, they will meet with the adult advisor to discuss their roles. Members of the Committee only need to attend 50% of the meetings during the summer break.

## **Confidentiality**

While you are welcome (and encouraged) to discuss the Youth Advisory Committee and its activities with outside parties, there may be times when members are exposed to confidential office matters. These matters are not to be discussed with anyone outside of the office. Please exercise your judgment. If confidentiality is violated, the offending member will meet with the adult advisor and may be excused permanently from the Committee.

## **Conduct**

Show respect to all in language, conversation, and action both within and without the Commission. This code of conduct applies to members' conduct on social media as well. Members of the Commission may not partake of drugs, alcohol, or tobacco. If conduct is not within these guidelines, the offending member will meet with the adult advisor and may be excused permanently from the Committee.

## **Voluntary Activities**

There may be opportunities for social events and other activities, such as movies, parties, etc. These activities do not count towards attendance. Regular meetings are NOT considered voluntary. The Adult Advisor will make it clear if an activity is voluntary.

## **Meetings**

Half or more of all Youth Advisory Members constitutes a quorum. A quorum of members must be present in order for the Committee to conduct business. If there are any items of business that require voting, the item must have a majority vote of a quorum in order to pass.

## **Leadership Council**

There shall be a leadership committee made up of five members of the Youth Advisory Committee. Leadership may have additional meetings to discuss member applications, topics for discussion, activities, special projects, etc. A member of the Leadership Committee should run each meeting with help from the Adult Advisor. Each member of the Leadership Committee is equal in power, but different roles may be assigned, such as historian, recorder, media specialist, etc.

Members must have served on the Committee for one year before they may be eligible for leadership.

Those wishing to be on the Leadership Committee must apply and interview with the adult advisor. The adult advisor will choose the most capable applicants and if needed, will lead the Youth Advisory Committee in a vote to choose the five members of the Leadership Committee.

Members of the Leadership Committee must have 75% attendance while they serve on the Leadership Committee.

There are no term limits for members of the Leadership Committee, but members must reapply each year, and membership on past Leadership Committees does not guarantee membership on future Leadership Committees.

**Adult Advisor**

The Adult Advisor will be a member of the Utah Attorney General's Office and should be present at each meeting to facilitate. If the Adult Advisor is not able to make a meeting, they may ask a different member of the Utah Attorney General's Office that the Committee is familiar with to substitute for them.

If the Adult Advisor leaves their position or employment in the Utah Attorney General's Office, a new Advisor will be brought in before the old one leaves so that the transition will be smooth.

If a member of the Committee has an issue with the Adult Advisor, they may at any time speak with the Chief of Staff of the Utah Attorney General's Office regarding their concerns.