

**THIRD (3<sup>RD</sup>) SUBSTITUTE BILL NO. 27-19**

**ORDINANCE NO. 10666-19**

**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, AMENDING CHAPTER 2, ARTICLE 1, OF THE SOUTH BEND MUNICIPAL CODE OF BY THE INCLUSION OF NEW DIVISION I ENTITLED YOUTH ADVISORY COUNCIL**

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**STATEMENT OF PURPOSE AND INTENT**

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On April 14, 2003 the South Bend Common Council passed Ordinance No. 9414-03 which created the Youth Advisory Council. That ordinance has been codified as Division 1 of Article 1 of Chapter 2 of the *South Bend Municipal Code*. The ordinance created a mechanism for youth to provide input and become involved in the civic process so both youth and the city can benefit. It also provides opportunities for close engagement between Common Council Members, members of the City Administration, City agencies, boards, and commissions.

Strong neighborhood organizations are the building blocks of our local democracy. One strategy for creating healthier neighborhoods is “community organizing to motivate action, bringing people together to work collectively to improve neighborhoods.” While there are individuals who demonstrate passion for improving the quality of life in their neighborhoods, many do not have the skills to effectively organize, lead, and sustain momentum to catalyze change.

The NRC and the City have committed to collaborating to ensure we are rebuilding the base of our local democracy through civic leadership education. Resident capacity to organize and communicate effectively with their government is critical to ensuring inclusive, representative civic voice. There are many issues in city government, in the South Bend community, and in its many neighborhoods that may be of interest to youth; such topics may include, but are not limited to, violence, educational and recreational opportunities, employment, homelessness, and climate change.

The Youth Advisory Council would provide a means for youth to positively connect with city government, explore local social justice and policy issues, and think critically about their role in potential policy and community development solutions through exploration of the arts and community-based research pedagogies developed in partnership by the NRC and the University of Notre Dame through their longstanding Engaging Youth, Engaging Neighborhoods program.

City government can directly benefit from the input of the youth in our community by developing a concept of positive youth involvement and providing an educational partnership with schools and other youth serving community-based organizations in the City of South Bend, Indiana.

The following regulations are believed to enhance and improve the overall operations and sustainability of the City of South Bend's Youth Advisory Council through collaboration with the NRC. This ordinance is aimed at streamlining many of the provisions of the current ordinance so that the Council can be more effective.

***NOW THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA AS FOLLOWS:***

Section I. The Common Council of the City of South Bend, Indiana, hereby amends Chapter 2, Article 1 of the *Municipal Code of South Bend* by the inclusion of the new Division I which shall read in its entirety as follows:

## **DIVISION I. YOUTH ADVISORY COUNCIL.**

### **Section II.**

#### **SEC. 2-12.1.1 YOUTH ADVISORY COUNCIL CREATED- PURPOSE.**

(a) A Youth Advisory Council is created for those of high school age grades 9--12. A Youth Advisory Council is established to enhance citizenship skills and to serve the best interests of youth in the City of South Bend, Indiana.

(b) A Junior Youth Advisory Council, under the supervision of the Youth Advisory Council, to foster citizenship skills of youth of intermediate center age. The Youth Advisory Council would be required to prepare and file proper legislation for Common Council consideration, when it has determined that the Junior Youth Advisory Council should be created. Such Junior Youth Advisory Council would be representative of all public and private intermediate centers operating within the City of South Bend, Indiana.

#### **SEC. 2-12.1.2 MEMBERSHIP OF THE YOUTH ADVISORY COUNCIL.**

The Youth Advisory Council shall be composed of eleven (11) to twenty (20) new members per cohort. Membership shall represent the rich diversity of the city's youth regarding gender, race, ethnic, socio-economic, and religious backgrounds. Youth Council Advisory Council Members shall include:

- (a) At least one (1) Youth Member shall be appointed to represent each of the six (6) Councilmanic Districts.
- (b) Upon passage of this ordinance, the Office of the City Clerk shall see that the "Application Form" for the Youth Advisory Council is able to be downloaded from the city website. The Office of the City Clerk shall see that information on the activities of the Youth Advisory Council are kept updated on the City's internet website. Hard-copy application forms shall be available and kept on file in the Office of the City Clerk during regular business hours. Additionally, applications forms shall be made available on the City's website <http://www.southbendin.gov> on a 24/7 basis.
  - (1) All youth interested in consideration shall obtain and complete in its entirety an application form.
  - (2) The Office of the City Clerk, by the application deadline, shall assimilate all information and timely distribute copies of all applications and references to the appropriate offices for consideration.
  - (3) An Application Review Board shall review all applications. All youth interested in representing a Councilmanic District must be a resident of the City of South Bend, Indiana.
  - (4) An Application Review Board shall review all applications received from the Office of the City Clerk requesting consideration for appointment as a Youth Advisory Council Member. All youth interested in serving as a Youth Advisory Council member must be a resident of the City of South Bend and must represent the rich diversity of the community.
  - (5) All Youth Advisory Council applications must be submitted by the end of September each year.
  - (6) The Residential Neighborhoods Committee Chairperson may appoint youth mentors of college and/or graduate school age who will provide assistance and

guidance throughout the year to the Youth Advisory Council Members. The youth mentors shall interface with the legislative, administrative and educational liaisons identified in Sec. 2-12.1.5.

**SEC. 2-12.1.3       OFFICERS AND TERMS OF OFFICE OF THE YOUTH ADVISORY COUNCIL.**

(a) The Youth Advisory Council shall call an organizational meeting to select a Chairperson, Vice-Chairperson and Recording Secretary.

(b) The selected recording secretary, shall provide a listing of all Youth Advisory Council members by name, address, telephone number, email address, school, and year of education shall be submitted to the Office of the City Clerk by email for distribution to the Common Council, the city administration, School Superintendents and the Principal of each high school., the Neighborhood Resources Connection.

(c) Terms of office of Youth Advisory Council members shall be for one (1) year, with reappointments of the same youth member permitted for one (1) additional year.

(d) The Youth Advisory Council shall maintain a record of their meetings. Such meeting minutes shall be submitted to the Office of the City Clerk by email by the elected recording secretary.

**SEC. 2-12.1.4       DUTIES OF YOUTH ADVISORY COUNCIL MEMBERS.**

(a) Each Youth Advisory Council Member shall be required to attend meetings of the Youth Advisory Council, with three (3) excused absence permitted each year.

(b) Each Youth Advisory Council Member shall be required to attend not less than two (2) committee meetings of any Standing Committee of the South Bend Common Council, two (2) neighborhood association meeting, and one (1) school board meeting by the end of December of each year.

(c) Each Youth Advisory Council Member shall be required to attend the 2nd Common Council meeting in January where the Mayor presents his or her annual State of the City Address.

(d) Each Youth Advisory Council Member shall participate in the annual "Civic Day" activities occurring in February at the County-City Building, and other planned social or political action events.

(e) The Youth Advisory Council may monitor other city boards and commissions for issues related to youth and make recommendations for such boards or commissions consideration when deemed appropriate.

**SEC. 2-12. 1.5 INITIATIVES, RESPONSIBILITIES AND GOALS TO BE ADDRESSED BY MEMBERS.**

(a) The Youth Advisory Council may develop:

- (a) Mission Statement;
- (b) Committee structure if deemed necessary;

- (c) Composite of the youth in the high school or district he or she is representing;
- (d) Newsletters and other means of communication with youth in the city;
- (e) Grant proposals;
- (f) Initiatives and Goals to be addressed, including but not limited to:
  - a. Leadership opportunities;
  - b. Civic responsibilities;
  - c. Arts & Activism;
  - d. Educational opportunities;
  - e. Youth perspectives on local issues (health and wellbeing, environmental justice, sustainability, climate control, etc.);
  - f. Creating a means of formal communication between city officials and youth in our community;
  - g. Creating a model for youth involvement; and
  - h. Partnering with local, state, federal, and international organizations which focus on youth involvement and development.
  - i. Indicators of measuring success.
- (b) The Youth Advisory Council shall make recommendations to enhance participation of youth throughout the community, to improve communications with school and governmental entities, and to improve employment opportunities for youth in the community.
- (c) The Youth Advisory Council shall provide an annual report of its activities, initiatives and objectives.
- (d) The Youth Advisory Council shall address the Common Council under the "Special Business" portion to provide an annual report of its activities, initiatives and objectives.

**SEC. 2-12.1.6      LIAISONS TO THE YOUTH ADVISORY COUNCIL.**

- (a) The Residential Neighborhoods Committee Chair shall be the legislative liaison to the Youth Advisory Council and be available for mentoring duties. All Councilmembers are welcome to serve, but the Common Council President and/or Vicechair of the Residential Neighborhoods Committee also strongly encouraged be legislative liaisons to the Youth Advisory Council.
- (b) The City Administration shall designate a point of contact as a liaison to the Youth Advisory Council and be available for programming and mentorship duties.
- (c) The Neighborhood Resources Corporation shall designate a point a contact as a program coordinator to the Youth Advisory Council to be responsible for coordinating programming duties.

Section III. This ordinance shall be in full force and effect from and after its passage by the Common Council, approval by the Mayor and media publication.

Passed on August 26, 2019 by the Common Council of the City of South Bend, Indiana.  
Presented to approved and signed by Mayor Peter Buttigieg on August 29, 2019  
Approved: Tim Scott, President of the Common Council  
Dawn M. Jones, City Clerk

