

# GADII'AHI/TO'KOI CHAPTER GOVERNMENT

## YOUTH COUNCIL PLAN OF OPERATION

### I. ESTABLISHED

Chapter Resolution GAD/TOK 2017-077 hereby established the Gadii'ahi/To'koi Chapter Youth Council.

Members will hold the right to vote at all youth council meetings and present proposed youth items at Planning and Regular Chapter Meetings. Members 18 years and older hold the right to vote at Regular Chapter Meetings.

### II. PURPOSE

A. Gadii'ahi/To'koi Chapter Youth Council, as established, is to be responsible for identifying activities and initiating programs for the betterment of the Chapter community as a whole.

B. The Youth Council will submit recommendations for infrastructure, funding, activities and programs to the Chapter Administration, Officials and Membership for consideration.

C. The Youth Council will be the acting voice of the Gadii'ahi/To'koi community youth.

### III. YOUTH COUNCIL

A. Policy and Procedures

1. Educate the community on the concepts, needs and process for planning and implementing programs and activities within the Gadii'ahi/To'koi Chapter service boundary for community Youth.
2. Actively participate in Chapter functions and meetings to build leadership skills and community involvement.
3. Develop programs to engage the community youth and deter from the participation in drugs and alcohol.

### IV. SELECTION OF THE YOUTH COUNCIL COMMITTEE

A. Youth may serve on the Youth Council from age 14 to 24 years old.

B. The recommendation of members shall be made by the Community Service Coordinator to the Chapter Officials, per submission of a Letter of Interest by member, and approved/confirmed by the Chapter membership at a duly called Chapter Regular Meeting.

C. The members shall consist of a maximum 2 stipend members whose parents are registered voters for six (6) months of the Gadii'ahi/To'koi Chapter.

- D. The Youth Council members may serve up to a four (4) year term under the Chapter Officials by whom they were appointed, and may be re-appointed to serve two (2) consecutive terms dependent on the newly elected Chapter Officials, or until they have reached the age of 24.
- E. Youth Council members will be reappointed at the beginning of each fiscal year by Chapter Resolution, after receiving a positive performance evaluation by the Chapter Officials and Chapter Administration.
- F. A Youth Council member may be removed for missing three (3) consecutive meetings by majority vote of the Youth Council membership. The vacant position will be referred to the Community Services Coordinator, the Chapter President and Chapter Membership.

**V. MEETING AND STIPEND COMPENSATION**

- A. The Youth Council shall hold a maximum two (2) regular duly-called meeting per month to carry out over-all-purpose of the Council.
- B. Contingent upon availability of funds through the annual Gadii'ahi/To'koi Chapter budget, each Youth Council members shall receive two (2) meeting attendance stipends per month.
- C. The Youth Council members stipend shall be as follows:

Youth Council Officer	\$ 45.00
Youth Council Member	\$ 25.00

- D. The Youth Council members may be eligible for a one step stipend merit increase dependent upon an annual positive evaluation and performance review. The stipend merit increase are as follows:

STEP 1	Officer	\$ 45.00	Member	\$ 25.00
STEP 2	Officer	\$ 55.00	Member	\$ 35.00

- E. Special meetings and Executive sessions can be called by the Youth Council President/Chairperson in conjunction with Community Service Coordinator and Chapter President to resolve Youth issues and concerns. These meetings will be voluntary, and will not constitute a regular meeting.
- F. Contingent upon availability of funds, and in compliance with the Navajo Nation Budget Instructions Manual, the Chapter may budget funds for but not limited to mileage, meals, and/or registration fees for Youth Council members.
- G. Traveling will be limited to Youth Council Officers.
  - a. Youth Council Travelers will be granted travel on a Travel Authorization Form.

- b. Youth Council Travelers will travel under the supervision of the Chapter Administration and/or Chapter Officials.
- c. Youth Council Travelers will not be eligible for mileage. Travelers are eligible for reimbursement on expenses related to Lodging and Per Diem upon the submission of receipts.
- d. For Traveling with the Chapter Administration and/or Chapter Officials, Youth Council Travelers will submit Permission slips and Travel Waivers.

**VI. DUTIES AND RESPONSIBILITIES OF THE YOUTH COUNCIL MEMBERS**

- A. The selected Youth Council members shall elect a President, Vice-President and Secretary of Youth Council at their first duly called meeting of the full membership.
- B. The elected Youth Council President shall preside over a duly called meeting and sign documents on behalf of the Youth Council.
- C. In the absence of the Youth Council President, the Vice-President shall assume the duties and responsibilities of the President, for the meeting purpose only or as duly assigned.
- D. The elected Youth Council Secretary shall take Roll Call, record minutes of the Youth Council meeting and maintain all records and documentations of the Youth Council in a timely manner.
- E. The Youth Council Secretary shall submit all monthly meeting minutes, sign-in sheets, and other documents to the Chapter Administration with meeting stipend claim forms. All Youth Council documents will be kept in the Youth Council meeting minute's binder.

**VII. QUORUM**

At a duly called and/or Special Youth Council meeting a quorum shall consist of three (3) of the voting members.

**VIII. TECHNICAL ASSISTANCE**

The Youth Council may seek technical assistance from the Gadii'ahi/To'koi Chapter Government, Navajo Nation, State, County Government or other agencies as needed.

**IX. ETHICS**

Youth Council members are required to comply with Navajo Nation and Government Law.

**X. AMENDMENTS**

The Plan of Operation for Gadii'ahi/To'koi Youth Council may be amended as needed, by Gadii'ahi/To'koi Chapter Membership.