

# Cass County Youth Commission



We Can Make a Difference



School Year 2016-2017

*The Cass County Youth Commission program is a county-wide educational and leadership program for high school-aged youth. The program was developed by county government leaders to teach youth about local government, develop leadership skills and encourage youth to serve their schools and be engaged in their communities. The program was developed to encourage youth to be civically engaged and provide an opportunity for young people to have a voice in shaping the future of the communities where they live and the county.*

## CASS COUNTY YOUTH COMMISSION MISSION STATEMENT

The purpose of the Cass County Youth Commission is to empower potential young leaders in county government and enable them to take an active role in their community.

## CASS COUNTY YOUTH COMMISSION PROGRAM GOALS

1. To educate youth in the role of county government.
2. To identify and strengthen youth leadership skills.
3. To represent youth interests by serving as a liaison between the Cass County Commission and the youth of Cass County.
4. To empower youth to take an active role in their community.
5. To provide opportunities for youth from different geographic areas to know one another and develop a level of mutual trust and respect.

# CASS COUNTY YOUTH COMMISSION

# PROGRAM INFORMATION

## Program Format

The Cass County Youth Commission (CCYC) will meet once a month on Wednesday from 9:30 a.m. to 3:00 p.m. at the Cass County Courthouse. An orientation session and two full-day activities are also planned.

## Membership Eligibility

Any student who will be a Sophomore, Junior or Senior in the upcoming school year currently attending a Cass County public or private school may apply. The student must have at least a 2.0 GPA, be committed to completing the program and have completed and turned in an official application form prior to the deadline. Each respective school may choose to impose minimum requirements for students to participate. There is no cost to participate.

## Application Process

Applications can be obtained at each school or on-line at <http://www.casscountynd.gov>. Applications are due to school administration by April 29, 2016. Selections will be made at each school by May 6, 2016.

## Membership Selection

Participating school administration will select student participants. All public and private high schools in Cass County are invited to participate. Those who are selected will complete and sign a Code of Conduct and Health Form. Forms require signatures from the student and their parent or guardian.

## Membership Expectations

All students are expected to attend all scheduled activities of the program. Absences will be dealt with on an individual basis with school personnel.

## Course Credit

Individual schools may offer 1/4 credit. Check with your school administration.

## Dress Code

The dress, grooming, and manners of individual members reflect the general climate of any organization; therefore, participants of the CCYC program are expected to wear appropriate clothing (business casual) and to present a neat appearance when participating in the program. Moderation in type and style of clothing should be the basic standard.

## Benefits of Participation

A reception will be held to celebrate the participants' success and will include parents and other family members. Participants in the program will be able to apply what they have learned in their schools and communities. Course credit may be available at participating schools.

# Cass County Youth Commission

# CLASS SESSIONS

## County Departments and Functions

- ▼ **Orientation Session** (first week in August) - BBQ with youth and parents/guardians, tour of Cass County Courthouse, and presentation (including Cass County Commissioners).
- ▼ **Auditor, Treasurer, Recorder, Tax Equalization and Election Process** - Overview of Auditor, Treasurer, Tax Equalization, and Recorder duties, including mill levy process, property tax determination, appropriation of funds/funding issues, process property deeds, and the election process from local precincts to local districts to state-wide and national elections.
- ▼ **County Administration** - County Commission, County Coordinator, and Information Technology
- ▼ **Educational Outreach** - Overview of Cass County Extension Services educational programming in agriculture, human development, food and nutrition, youth development and community development.
- ▼ **Highways and Streets, Weed and Vector Control** - Explanation of Cass County system of highways, city streets, township roads, Weed and Vector Control, etc.
- ▼ **Judicial System** - Overview of District Court and Clerk of Court duties.
- ▼ **Juvenile Court** - Explanation of juvenile justice system, including juvenile crime, substance abuse, truancy, probation, detention, etc.
- ▼ **Law Enforcement** - Overview and duties of Sheriff's Department/Emergency Management.
- ▼ **Legal Issues** - Overview of responsibilities of State's Attorney.
- ▼ **Social Services & Veteran's Services** - Overview and duties of Cass County Social Services and Veteran's Services.
- ▼ **State Government Day** (8 hours) - Travel to Bismarck, tour Capitol and state agencies, attend legislative hearings, meet Governor, etc.

## Leadership Development Topics (tentative)

- ▼ Governing Boards – Who, How and Why?  
Roles of Officers, Preparing Agendas, Parliamentary Practices, etc.
- ▼ Personalities and Working Styles  
True Colors – (Matrix), others  
Leadership Styles Inventory

- ▼ Community Service Projects  
What can be done in the community and how to do it
- ▼ Relationship Building  
Personal attributes influence on profession
- ▼ Planning and Organizing  
Writing vision and mission statements  
Creating Action Plans
- ▼ Exploring Issues and Making Recommendations  
Issue identification, soliciting public opinion, implementing resolution
- ▼ Active Citizenship  
Working with others to create, change, or improve the world around us.
- ▼ Stakeholders and Power  
Understanding power (ability to make things happen) and practice ways to apply power effectively (positional expert, referent, coercive, connection, reward, information) with stakeholders.
- ▼ Building Community  
Putting a shared set of principles into practice in a community.
- ▼ Shared Leadership  
A form of structure and behaviors that facilitates improved decision making.
- ▼ Philanthropy  
Promoting a charitable deed or interest in other.
- ▼ Scholarships

# Advisory Board

## Potential roles

- Financial sponsorship
- Program evaluation
- Mentor program and participants
- Curriculum development/delivery
- Funding and grants
- Scholarships

## Board members

- Charlotte Sandvik, Treasurer
- Alicia Hildebrand, Auditor's Office
- DeAnn Buckhouse, Auditor's Office
- Stan Wolf, Weed Control Officer
- Monique Stelzer, Extension Agent
- Andy Frobog, Sheriff's Office
- Deb Bond, Sheriff's Office
- Ben Prather, Vector Control
- Birch Burdick, States Attorney

# Financial Sponsors

# CASS COUNTY YOUTH COMMISSION

# BYLAWS

(Adopted October 18, 2006)

## ARTICLE I. NAME

### Section 1 Name

The name of this organization shall be the Cass County Youth Commission and shall hereby be known as the CCYC.

## ARTICLE II. PURPOSE OF COMMISSION

### Section 1 General Purpose

The purpose of the CCYC is to empower potential young leaders in county government and enable them to take an active role in their community.

### Section 2 Specific Functions

Specific functions of the commission shall include, but not be limited to the following:

- a. To educate youth in the role of county government.
- b. To identify and strengthen youth leadership skills.
- c. To represent youth interests by serving as a liaison between the Cass County Commission and the youth of Cass County.
- d. To empower youth to take an active role in their community.
- e. To provide opportunities for youth from different geographic areas to know one another and develop a level of mutual trust and respect.

## ARTICLE III. MEMBERSHIP

### Section 1 Appointments

The CCYC membership shall consist of student members representing grade 10, 11 and 12.

These memberships shall consist of no more than 25 students from all public and private high schools in Cass County, and are appointed by each high school administrator. An advisory board for the CCYC will be responsible for direction of the CCYC and its membership. The CCYC Advisory Board may appoint members at-large whenever one (1) or more schools have fewer than two (2) appointees. Each member is appointed for a term of one (1) year.

### Section 2 Vacancies

Vacancies for all commission members may be filled by persons appointed by the high school administration in accordance with the provisions of Article III, Section 1. above.

# ARTICLE IV. OFFICERS

## **Section 1 Election**

The officers of the CCYC shall consist of a Chairman, a Vice Chairman, a Secretary, and a Treasurer. All officers shall be elected annually at the second regular meeting, and shall serve for a term of one (1) year.

## **Section 2 Duties of Officers**

### **Chairman:**

The Chairman shall preside at all regular meetings of the Commission. The Chairman shall be an ex-officio member of all standing committees and should be notified of their members. The Chairman shall make quarterly reports to the Cass County Board of Commissioners concerning the activities of the CCYC.

### **Vice Chairman:**

The Vice Chairman shall preside in the absence of the Chairman and shall fulfill all other duties of the Chairman if the Chairman is unable to perform the duties of office.

### **Secretary:**

The Secretary shall preside in the absence of the Chairman and Vice Chairman, and shall keep minutes of and attend each regular meeting and maintain records of all standing committee meetings. The Secretary shall perform such other duties as may be delegated.

### **Treasurer:**

The Treasurer shall maintain the financial records of the Commission.

# ARTICLE V. MEETINGS

## **Section 1 Place, Time, and Date of Meetings**

The CCYC shall meet once every month except in the months of June, July, and August, at the Cass County Courthouse, unless notice is given in writing at least one (1) week prior to the regularly scheduled meeting. Special meetings shall be called by the Chairman as occasion demands.

## **Section 2 Business**

All affairs and business of the organization shall be determined upon majority vote of the members present and voting at any regular or special meetings at which at least eleven (11) of the members are present. Meetings shall be conducted according to Robert's Rule of Order.

# ARTICLE VI. EXECUTIVE BOARD

## **Section 1 Executive Board Composition**

The officers of the CCYC shall constitute the Executive Board.

## **Section 2 Role of Executive Board**

The Executive Board shall have general supervision of the affairs of the CCYC between its meetings, make recommendations to the full membership and perform other duties as specified in these bylaws.

# ARTICLE VII. COMMITTEES

## **Section 1 Committees**

The following Standing Committees are hereby established: Special Projects and Student Relations. The Commission Chairman shall appoint a Chairman for each committee.

## **Section 2 Duties of Standing Committees**

### **Special Projects Committee:**

The Special Projects Committee shall coordinate all service projects and county-wide social activities sponsored by the Commission.

### **Student Relations Committee:**

The Student Relations Committee shall coordinate all activities and projects pertaining to the communication of youth issues and ideas.

# ARTICLE VIII. AMENDMENT OF BYLAWS

## **Section 1 Amendments**

These bylaws may be amended at any regular meeting of the CCYC by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting and has been approved by the CCYC Advisory Board.

# ARTICLE IX. COMMISSION MEETINGS

## **Section 1 Commission Meeting Attendance**

Each CCYC member is required to attend at least one Commission meeting throughout the school year. The Cass County Commission Chairman will assign each member to a specific Commissioner during the meeting.

# CASS COUNTY YOUTH COMMISSION

# APPLICATION PROCESS

## Who can participate?

Each year, Cass County Government will accept youth from public and private high schools in Cass County. The selection will be two students (Sophomore, Junior or Senior) from each school.

## What are the criteria for selecting members?

The selection will be made by each of the public and private high schools in Cass County. School administration is encouraged to use the following process and criteria for selection of participants:

- Selection of new CCYC participants is made on the basis of an application and interview process.
- The criteria of diverse representation, commitment, reliability, enthusiasm, desire to serve the community, and leadership skills should be considered.

## What is the process?

The CCYC recruits new members every spring. Every person interested in joining must complete an application. The application will be reviewed by school officials who will decide if interviews will be necessary. Once all the applicants are selected they will be contacted.

Application will be available on-line at the Cass County Government web-site or at participating high schools. Applications are due April 29<sup>th</sup>. Selections will be made by May 6, 2016.

# CASS COUNTY YOUTH COMMISSION

# PARTICIPATION

# EXPECTATIONS

Participation expectations for the Cass County Youth Commission (CCYC) are based on the CHARACTER COUNTS!\* six pillars of character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. In order to ensure and provide positive environments for all individuals to learn and grow, the participants and CCYC advisory board agrees to abide by these expectations of behavior.

- I will be trustworthy.** I will be worthy of trust, honor and confidence. I will be a model of integrity by doing the right thing even when the cost is high. I will be honest in all my activities. I will keep my commitments by attending all sessions of a planned event. If I am not feeling well or have a schedule conflict, I will inform my chaperon or a person in charge. I will be in the assigned area (e.g., meeting room, building) at all times. I will not be absent from a program site without authorization. Cass County does not permit dishonesty by lying, cheating, deception, or omission.
- I will be respectful.** I will show respect, courtesy, and consideration to everyone, including myself, other program participants, and those in authority.
- I will act and speak respectfully.** I will treat program areas, lodging areas, personal property and transportation vehicles with respect. I will follow all published dress code guidelines for an event and/or activity. I will not use vulgar or abusive language or cause physical harm. I will appreciate diversity in skill, gender, ethnicity, and ability. CCYC does not tolerate statements or acts of discrimination or prejudice. I will respect the personal space and choices of other participants and will not participate in inappropriate displays of affection or physical contact.
- I will be responsible.** I will be responsible, accountable, and self-disciplined in the pursuit of excellence. I will live up to high expectations so I can be proud of my work and conduct. I will be on time to all program events. I will be accountable by accepting responsibility for my choices and actions. I will abide by the established program curfew. I will be responsible for any damage, theft, or misconduct in which I participate. I will follow hours and room rules established before the event begins and will respect the rules established for each event. An adult designated by the program may inspect luggage or rooms when there is a reasonable suspicion that there is a violation of law or CCYC regulations.
- I will be fair.** I will be just, fair, and open. I will participate fairly by following the rules, not taking advantage of others and not asking for special exceptions. I will not cheat or misrepresent project work.
- I will be caring.** I will be caring in my relationships with others. I will be kind and show compassion for others. I will treat others the way I want to be treated. I will show appreciation for the efforts of others. I will help others to have a good experience by striving to include all participants. I understand that harassment of any kind (ex. physical, social, emotional, sexual) is illegal and prohibited.

**I will be a good citizen.** I will be a contributing and law-abiding citizen. I will be respectful to the environment and contribute to the greater good. I will not have in my possession, use or distribute any illegal substances such as tobacco, alcohol, or non-prescribed drugs. I will not misuse prescription drugs. If I am found to have any of these items with me or if I have taken any illegal substances, notification of law enforcement will be conducted by adult staff/volunteers. I will not have in my possession or use weapons or dangerous materials.

*“CHARACTER COUNTS! is a service mark of the CHARACTER COUNTS! Coalition. a project of the Josephson Institute of Ethics.*

Cass County Youth Commission  
**APPLICATION FORM**

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_

Name you prefer to be called \_\_\_\_\_ Home Phone \_\_\_\_\_

School \_\_\_\_\_ Grade in school (2015-16): \_\_10 \_\_11 \_\_12

Polo Shirt Size \_\_S \_\_M \_\_L \_\_XL

Food Allergies/Special Diet: \_\_\_\_\_

E-mail Address \_\_\_\_\_

School \_\_\_\_\_

Home address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Parents/Guardians \_\_\_\_\_

Parents/Guardians daytime phone (in case of emergency) \_\_\_\_\_

Were you referred by: \_\_Parent \_\_School Personnel \_\_Word of Mouth \_\_Media \_\_Alumni

Other (please specify)

\_\_\_\_\_

1. Why are you applying for the Cass County Youth Commission?

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. How do you think your involvement in the Cass County Youth Commission will help you impact the future of your Community?

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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3. Describe an issue/concern currently facing your community. Explain how having leadership skills might help you make a difference in the situation.

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4. Name an individual that, in your mind, you see as a leader and why you see this person as a role model. Also, what qualities in yourself mirror some of the qualities you see in this person?

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## Involvement

List your involvement in other school/community/work activities.

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Of the school/community/work activities that you listed above, which one(s) give you the most satisfaction? Why?

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How do you feel you can carry the responsibility and commitment required to participate in the program?

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## Commitment

To successfully complete the Cass County Youth Commission program, a participant must complete a total of 30 hours of participation through: 1) attending all sessions and graduation and 2) completing assigned hours of community activities outside of the sessions.

**I agree to the attendance policy and commitment.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**As parent/guardian of this applicant, I support his/her participation and commitment to the Cass County Youth Commission.**

Parent's/Guardian's Signature \_\_\_\_\_

Print Name of Parent/Guardian \_\_\_\_\_

**Applicant must have a minimum 2.0 GPA to apply.**

Signature of School Official \_\_\_\_\_

Print Name and Title of School Official \_\_\_\_\_

**Deadline to apply April 29<sup>th</sup> at the Cass County School you attend.**

Selections will be made by May 6th.

# Cass County Youth Commission

## Code of Conduct Policy and Procedures

Cass County expects youth participating in programs to behave in an acceptable manner in accordance with these participant expectations.

As a participant of the Cass County Youth Commission (CCYC) program I have read or have had this document read to me, the items listed as the CCYC expectations. I will behave in a way that reflects positively on me as an individual as well as the CCYC program. I understand the meaning of the participant expectations and will abide by them. If I do not abide by the items named in the participant expectations, I may experience the following consequences:

1. Lose privileges at the event.
2. Be dismissed immediately from meeting, activity, event or other program. Notification of my parents/guardians and school officials will occur. I will be sent home prior to the conclusion of the activity.
3. The possible forfeiture of future participation in CCYC activities. Input and determination to limit participation will be made by the program advisory board, school officials and the parents/guardians of the involved member(s).
4. Possible dismissal from the CCYC program.

**I have read and agree to abide by the Cass County Youth Commission Participant Expectations and the Code of Conduct Policy and Procedures. I am aware that my actions and decisions affect myself as well as others. I am aware that violations may result in consequences.**

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Member Signature

Date

**As the parent/guardian of \_\_\_\_\_, I have read the Cass County Youth Commission Participant Expectations and the Code of Conduct & Procedures and will support the individual in charge in maintaining appropriate behavior.**

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Parent Signature

Date

### **MEDIA RELEASE**

**I hereby give permission to the Cass County Youth Commission to use any photographs, video or audio of me (or my child, if under 18) taken by designated activity photographers for programs, promotions, web sites or for any other educational use by Cass County. I also recognize that these photographs, video or audio tape are the property of Cass County.**

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Signature *(parent or guardian if participant is under 18)*

Date