

# Kokkola Youth Council Code of Conduct

## 1 § Youth Council

Kokkola Youth Council is a party politically and religiously independent institution for young people living or studying in Kokkola which exerts influence in accordance with the Local Government Act.

## 2 § Youth Council duties

Youth Council duties include:

- promoting participation and inclusion among children and young people in Kokkola.
- promoting and monitoring activities in the city's different administrative branches from the perspective young people, and promoting the cooperation between the City of Kokkola, young people and youth organizations.
- influencing the ways in which the municipality ensures the adequacy and suitability of services for young people when developing the services. The Youth Council can also act as an expert body and a youth representative in matters that concern young people.
- submitting motions and presenting proposals and expressing their opinions in matters that concern young people and their living conditions.
- promoting for its part communication of services intended for young people and the flow of information between the different administrative branches and young people.
- preparing an annual work program and write an annual report.
- being responsible for other tasks that fall under the competence of the Youth Council and that have been entrusted to it by the City's sectors, committees and the City Board.
- cooperating nationally in the context of Youth Council activities
- promoting together with the Children's Council the realization of children's and young people's rights as part of the child-friendly municipality development work in Kokkola.

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### **3 § Youth Council Election**

The new members of the Youth Council are elected by December the year preceding the new term of office. Candidates must be aged 13–20 at the beginning of the term and live or study in Kokkola.

The Youth Council will be in touch with the organizations mentioned below and ask them to appoint their delegates and deputy delegates to the Youth Council. The delegate shall be elected in an election or for justified reasons so that a pupil or student body or youth center appoints a delegate among the pupils who have expressed their interest. A delegate is not automatically elected e.g. among the chairs of a pupil or student body. The results of the election will be established at the first council meeting.

#### **Educational establishment 16 delegates**

Hakalahden koulu	1 delegate
Kiviniityn koulu	1 delegate
Torkinmäen koulu	1 delegate
Isokylän koulu	1 delegate
Donnerska skolan	1 delegate
Lucina Hagmanin koulu	1 delegate
Lohtajan koulu	1 delegate
Kokkolan suomalainen lukio	2 delegates
Karleby svenska gymnasium	1 delegate
Kokkolan ammattilukio	1 delegate
Central Ostrobothnia Conservatory	1 delegate
Central Ostrobothnia vocational college	4 delegates

#### **Youth Centers 7 delegates**

Youth Centre Vinge	1 delegate
Isojärvi Youth Centre	1 delegate
Isokylä Youth Centre	1 delegate
Lohtaja Youth Centre	1 delegate
Kälviä Youth Centre	1 delegate
Ullava Youth Centre	2 delegates

#### **Outgoing Youth Council 4 delegates**

The outgoing Youth Council has the right to appoint four persons among themselves to the new Youth Council. All members of the Youth Council have the right to stand as candidates in the election of the new Youth Council as long as they are between the ages of 13 and 20 on election day and live or study in Kokkola. The same person cannot serve for more than two terms in the Youth Council. A member of the outgoing

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Youth Council cannot be chosen as a delegate of an educational establishment or a youth center.

If an educational establishment, youth center or the outgoing Youth Council doesn't have a delegate for the Youth Council, the vacant position will be filled by a deputy delegate of an educational establishment or youth center. The educational establishment or youth center will then be asked to appoint a new deputy delegate.

#### **4 § Specific duties of the Youth Council**

The Youth council shall select a chairperson and two vice chairpersons among themselves. The Youth Council has a quorum when more than half of its members are present at the meeting. Every member has one vote.

#### **5 § Youth Council representation in the City's decision-making**

The Youth Council selects delegates from among its members to be present at City Council meetings and various committee meetings and to participate in other working groups.

#### **6 § Resignation from the Youth Council and completing the number of members during the term**

If a member of the Youth Council wants to resign during the term, they shall hand in their resignation notice to the Youth Council secretary. The resignation notice will be on the agenda of the next Youth Council meeting and the member will be removed from their representational duties.

The Youth Council decides on completing the number of members during the term. When completing the number of members, the aim is that the new member represents the same organization as the resigned member.

A Youth Council member can be removed from their representational duties, if they don't attend Youth Council meetings and they can't be reached. The removed member will be replaced with a new delegate if more than one quarter of the term of office remains.

Delegates elected during the term shall be confirmed by an administrative decision of the Director of Youth Services.

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## **7 § Youth Council meetings**

The Youth Council shall meet as a rule once a month. The Youth Council determines, within the limits of their budget, the size of the attendance fees during the upcoming term of office.

The Youth Council shall also be summoned to a meeting as needed or at the request of at least a third of the Youth Council's members.

An invitation to the meeting and a meeting agenda will be sent to the members no later than a week before the meeting. A member must notify the secretary of their absence no later than three days before the meeting, in which case an alternate member appointed for the delegate can be summoned in the regular delegates place.

The aim is to agree on a date for the next meeting at the previous meeting.

## **8 § Youth Council Secretary**

The Coordinator for Targeted Youth Work is the Youth Council's preparing officer and secretary. In addition to the duties of the meeting secretary, they are also responsible for the preparation of topics to be discussed at Youth Council meetings.

## **9 § Youth Council's Financial Management**

The Youth Services earmarks resources in their budget each year to fund the Youth Council's activities. Monetary transactions are carried out through the city's accountings. The Secretary of the Youth Council is responsible for verifying the accuracy of invoices. The invoices are approved by the Director of Youth Services.