



**Parks & Recreation Department  
Youth Board  
Policy and Procedures**

Introduction

The Parks & Recreation Youth Board (PRYB) is being established in 2018, with youth applying for positions on the board and City staff reviewing and recommending applicants to sit on this board. Anticipated date of first meeting is July. The PRYB will meet bi-monthly. Each member of the board is an outstanding youth wanting to get involved with their community and assist government in providing insight and awareness as to concerns, suggestions, or ideas they and their peers believe concern this age group. Members on the board represent six geographic regions throughout the city.

PRYB Mission Statement

The mission of the Parks & Recreation Youth Board is to provide input into the policies and procedures for youth opportunities; provide meaningful leadership training and experiences for board members; and to empower board members who, in turn, can empower their fellow youth.

Recruitment, Requirements, Orientation of Members

Recruitment

- Interested youth shall submit an application to:  

Parks & Recreation Department  
Attention: Parks & Recreation Youth Advisory Board  
1501 E. Hadley  
Las Cruces, NM 88001
- The applicant must bring their application packet to the Las Cruces Parks & Recreation Administration Offices. The application packet consists of the following:
  - Application
  - Two reference letters,
    1. One letter from a professional within the LCPS district and preferably one from someone who works with the youth such as an administrator, educator, counselor, coach or club/activity sponsor/director.
    2. The second letter may be a personal reference of their choosing.
- City staff and designees will interview applicants.

### PRYB Interview Process:

- City staff and designees will review application and discuss potential member's application with all panel members. There are questions asked of potential members during the interview process by the Hiring panel.
- Hiring panel will alternate leading interview of applicant with questions:
- Lead will ask potential member to leave the room and calls a vote on membership. Voting remains confidential in terms of how many for and against votes were received and who voted for whom. Discussion is on relevant factors pertaining to membership.

### Requirements

- At least two youth from each council district should be nominated to become a delegate.
- The youth must have residency in a specific district to be able to represent and communicate their thoughts and feeling on issues that are important to them.
- The youth must be grades 7<sup>th</sup> – 12<sup>th</sup>, but if graduates during the term, can finish the remainder of the term if they are in good standing
- The youth must be an active participant of the PRYB program.
- The youth must have a good attendance record for activities in which they are involved, such as daily attendance to classes, extra-curricular activities and any other program or activity school related.
- The youth must be performing adequately in school (per counselor, parents or guardian).
- The youth must be willing to contact other youth in Las Cruces when necessary to get information and input on policy and programs.
- The youth must be willing to speak on behalf of the community.
- The youth must be willing to represent the PRYB at activities.
- Youth must be willing to provide input outside of meeting time.

### Orientation

- This handbook will be given to potential PRYB members at the first meeting and is available on the P&R website: <http://www.las-cruces.org/1452/Parks-Recreation-Youth-Advisory-Board>.
- The first meeting is the time when potential members can learn about the PRYB and its visions, goals and expectations.
- At the first meeting, time will be allotted for the PRYB Liaison to answer any questions and go over the handbook with the new member. This time can be used to further explain the purpose and responsibilities of a PRYB member, if necessary.
- If a youth opts to not join, they may come back and go through the process at a future meeting, if all other requirements are met.

## Member Expectations

- To be open-minded.
- To energetically participate in board activities by being active, fun, creative, dependable and motivated.
- To work hard and to reach goals.
- To be a positive role model for other youth.
- To advise and train new members
- To be willing to share opinions, in a positive manner.
- To be supportive of and encouraging to other board members and youth.
- To represent all community youth.
- Be yourself.
- To get to know members for their uniqueness.
- To work together as a team and communicate effectively.
- Be respectful to others youth encounters at the meetings.
- Keep confidential any personal stories that youth share during meetings unless given permission to share.
- To participate in providing feedback as requested outside of the meetings.
- To participate in speaking engagements as requested outside of the meetings.
- To check e-mail regularly between meetings. If a youth does not have access to e-mail, a mentor will be assigned to keep the youth up to date by phone or in person contact.
- To abide by the PRYB Code of Conduct.
- To communicate PRYB activities to various community organizations, boards and .
- Upon acceptance to the PRYB, the selected youth is requested to make a verbal commitment to the board, to attend and be an active participant for their term.

## Elected Officials Requirements

### Chairperson

- Maintains order in the meeting.
- Recognizes speakers.
- Calls for votes.
- Official vote counter.
- Assists interview of new members.

- Communicates with other board members as needed in between meetings, specifically contacting members that miss meetings to inquire about absence.
- Acts as a positive role model always.
- Welcomes potential new members.
- Provides input on all requests.
- Assists with preparation of meeting agenda.
- Participates in pre-planning calls.
- Completes tasks as assigned and unfinished tasks as needed.

#### Vice-Chairperson

- Assists Chair with duties as necessary.
- Fills in as Chair when Chair is absent.
- Option to take over as chair when term is up, if elected by board.
- Documents meeting discussions on flip-chart, as needed.
- Acts as a positive role model always.
- Welcomes potential new members.
- Provides input on all requests.
- Assists with preparation of meeting agenda.
- Participates in pre-planning calls.
- Completes tasks as assigned and unfinished tasks as needed.

#### Secretary

- Takes minutes.
- Prepares the meeting minutes within two-weeks after the meeting.
- Types other information as needed.
- Takes attendance.
- Responsible for getting any materials needed (minutes, notes, typed materials) to the board liaison.
- Acts as a positive role model always.
- Welcomes potential new members.
- Provides input on all requests.
- Assists with preparation of meeting agenda.

- Participates in pre-planning calls.
- Completes tasks as assigned and unfinished tasks as needed.

#### **Vice-Secretary**

- Fills in when Scribe is absent.
- Same duties as Scribe.
- Acts as a positive role model always.
- Welcomes potential new members.
- Provides input on all requests.
- Assists with preparation of meeting agenda.
- Participates in pre-planning calls.
- Completes tasks as assigned and unfinished tasks as needed.

#### **Censor**

- Assists Chair in maintaining order.
- Circulates the room as necessary to maintain order.
- Holds instructions on Robert's Rules of Order.
- Distributes all handouts and other materials.
- Ensures that meeting starts on time.
- Ensures that all members are at the meeting location on time.
- Orientates potential new members by reviewing the handbook.
- Facilitates interview order.
- Acts as a positive role model always.
- Welcomes potential new members.
- Provides input on all requests.
- Assists with preparation of meeting agenda.
- Participates in pre-planning calls.
- Completes tasks as assigned and unfinished tasks as needed.

**Chairpersons of specialized areas (events, publicity, concessions, etc.) may be appointed by the Chairperson with the consent of the Board.**

**All positions are for a one-year period.**

To be considered for an officer position, youth must serve on the board for one year. \*

\*If there are no members who have served on the board for at least one year, or no members who have served on the board for at least a year that want to be an officer, the election will be opened to those who have been a member the longest under a year until the positions can be filled.

#### Community Visitors

- Dedicated individuals from the community.
- Must be invited by board members based on topic.
- No more than five community visitors per meeting.
- Understands and respects the meeting guidelines that are adopted by board members.
- Non-voting.

#### Rules

- Each member must be committed and is responsible for attending meetings, events and/or activities as scheduled by the PRYB.
- For any PRYB approved event that a member participates in, the member will receive incentive points towards various awards, recognition and goods at the end of the year.
- Health or an emergency shall be considered as an excused absence if communicated to the PRYB Liaison prior to the meeting or verified immediately following the meeting.
- If any PRYB member misses two (2) consecutive meetings after being voted onto the board, the youth may be dismissed from the board for lack of commitment.
- If any PRYB member misses two (2) meetings in any one (1) year period, the PRYB will consider dismissal from the board, or a probationary period, depending upon the reason(s) for the absences. If any PRYB member misses one (1) meeting without notifying the PRYB Liaison, Board Chair or other designee, the PRYB will issue a letter of concern to that member regarding their absences.
  - Probationary period defined as: The member will have no voting privileges for two consecutive meetings. To remove probation a member must provide a verified explanation to the PRYB as to why they missed the PRYB meeting(s).
- A member will be immediately removed from the board if they are adjudicated of a criminal offense.
- If the PRYB member is in Juvenile Court custody, he/she must have adult supervision while at meetings. If the youth is no longer in CD custody, he/she is not required to have supervision during overnight stays; however, all conduct rules apply, and the youth must stay on the premises during the duration of the meeting.
- If members leave the PRYB, before their term is up, they are requested to submit a formal letter of resignation to the Board or the PRYB Liaison. If possible, notification to the PRYB is requested prior to the last meeting attended.

- PRYB member attendance is mandatory and members may be ejected from the board unless the absence is considered a medical emergency.
- Adhere to PRYB Liaison and Youth Travel Policy.

#### Chaperone and Youth Travel Policy

Youth involved with the PRYB may have occasion to travel to meetings, camps, conferences, etc. We are confident that a youth chosen for such privileges will exercise good judgment and avoid doing things in poor taste that would bring discredit to him/herself and others. Therefore, it is understood that the following policy will be observed when traveling to and from and during PRYB activities. If there are questions the youth should ask his/her PRYB Liaison.

The Liaison is responsible for going over the travel/activity policy with the youth to make sure everyone understands what is expected and to periodically check with the youth to make sure things are going well. The Liaison is also responsible to make sure the youth is in the correct location when activities/events are taking place.

#### Safety Issues

- The use of alcoholic beverages and/or recreational drugs by youth or chaperones is strictly forbidden.
- Smokeless tobacco products are not allowed during activities.
- Always stay in a group during and after activities except when you are departing a meeting/event/activity.
- If member is driving self to PRYB meeting, then once the member has arrived to meeting their vehicle must be parked at meeting location and not driven again until adjournment of meeting and departure.
- Follow all requests from PRYB Liaison.

#### Meeting/Activity Issues

- Follow the schedule. Be where you are supposed to be when you are supposed to there.
- BE ON TIME.
- Listen to presenters. Participate freely and actively.
- Ask questions.
- Be courteous of others in your group(s) at the activity. Introduce yourself to others around you when it is appropriate to do so.

#### Considerations for Member Dismissal:

If there are conduct issues during a meeting, activity or event, a member or member(s) will bring this to the executive team's attention. **The executive team will address the issue in private and with the youth. After two occurrences, it will be recommended that the member resign, or risk being voted off the board.**

Conduct issues include but are not limited to:

- Electronic device usage not for board purposes during the meeting, ex.: laptops, cell phones.
- Sleeping during the meeting.
- Destruction of property.
- Excessive side talking that is disruptive to the meeting.
- Offensive language.
- Bullying.
- Not being at the location you are supposed to be at and your whereabouts are unknown.
- Not completing assigned tasks.

\*If it is deemed that the youth cannot be safely supervised due to their behaviors, they will be dismissed from the board per the PRYB Liaison and the executive team.

\*If a youth is dismissed or resigns, and would like to rejoin, consideration will be given after one year.





**Parks & Recreation Department  
Youth Board  
Code of Conduct**

1. I agree to behave in a manner that always brings respect to the Parks & Recreation Youth Board.
2. I recognize that I serve as a role model for youth throughout the community.
3. I agree to behave in a respectful manner to peers, authority figures, and most of all, to anyone I want to educate to make a difference.
4. I agree to participate in Parks & Recreation Youth Board activities and opportunities to the best of my ability, while remembering to listen to others.
5. I agree to safeguard the reputation of the Board by not participating in substance abuse and/or illegal activities.
6. I recognize that the way I present myself on social media can positively or negatively impact my credibility, and the credibility of the Parks & Recreation Youth Board.
7. I agree not to post profanity, sexually explicit language or threatening or abusive language online.

I, \_\_\_\_\_, have read and agree to abide by the Parks & Recreation Youth Board Code of Conduct, and understand that violation of the Code of Conduct can be cause for dismissal from the Board.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Parks & Recreation Department  
Youth Board  
Internet Policy**

1. I recognize that the way I present myself online, including Facebook, can positively or negatively impact my credibility.
2. I recognize that I serve as a role model for youth throughout the community.
3. I agree not to post sexually explicit images or threatening or abusive language online.
4. I agree to behave in a manner that always brings respect to the Parks & Recreation Youth Board.

Signing the Parks & Recreation Youth Board Internet Policy is voluntary for Youth Board members – but mandatory in order to be an officer.

I, \_\_\_\_\_, have read and understand the Internet Policy for the Parks & Recreation Youth Board.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date