

## **THE CITY OF TITUSVILLE, PA JUNIOR COUNCIL MEMBER PROGRAM**

The Junior Council Member Program is an outstanding opportunity to get the youth of the City of Titusville, PA, and surrounding municipalities to participate in the governing process of his/her community.

Titusville City Council believes that the outreach of both the community to the youth and the youth to the community is the start of building our City toward a better future.

While a Junior Council Member does not have an official vote on council, he/she does have a voice and an official seat at the table. It is a mutually beneficial relationship for both city officials and the Junior Council Member. It allows city officials to serve as mentors to students who will be future leaders in their communities.

Therefore, Titusville City Council is looking for 11<sup>th</sup> and 12<sup>th</sup> grade students in the Titusville Area School District who would be interested in becoming a Junior Council Member. This position would afford juniors and seniors the opportunity to become acquainted with how local government works, and to give the youth of our community the chance to provide input on issues currently facing the city government.

### **GUIDELINES:**

- Applicants must be residents of the Titusville Area School District, living in the city of Titusville or a surrounding municipality that does not have its own junior council member program.
- Applicants must be in 11<sup>th</sup> or 12<sup>th</sup> grade.
- Two Junior Council Members will be chosen from submitted applications, one junior and one senior.
- The selected candidates must take the Junior Council Person Pledge (Oath of Office).
- The selected candidates will serve a one-semester term (September to January) to coincide with the school year calendar, with the option to continue serving as a Junior Council Person for a second one-semester term (February - June) to coincide with the school year calendar.
- If a Junior Council Person chooses not to continue for a second one-semester term, the application period will reopen in January to select a candidate for the spring semester (February - June). The spring semester Junior Council Persons will also have to option to participate during July and August.

- The selected candidates must attend regularly scheduled, twice-monthly Council meetings. (Candidates must have a valid reason if not able to attend a meeting and must notify the Deputy Mayor or City Manager in advance.)
- Attendance at special meetings, budget sessions, and community events is encouraged.
- The selected candidates are encouraged to participate in discussions and give opinions concerning the issues brought before Council.
- The selected candidates must observe all Council meeting rules, which will be provided prior to the first meeting.
- The selected candidates will keep a binder or electronic folder containing meeting minutes and agendas.
- The selected candidates should take notes on issues of interest during meetings and are encouraged to ask questions and give feedback.
- The selected candidates must dress appropriately at Titusville City Council meetings and events attended in the role of Junior Council Person.
- JUNIOR COUNCIL MEMBERS CANNOT:
  - Vote on any Ordinances, Resolutions, Motions, etc.
  - Attend executive sessions of Council.

Any student who would like to participate in the program should complete an application and return it to the City Manager's office at Titusville City Hall, 107 N. Franklin St., Titusville, PA 16354 by **Friday, September 9, 2022** . Applications can also be emailed to Heather Stewart, Administrative Assistant to the City Manager, at [adminservices@cityoftitusvillepa.gov](mailto:adminservices@cityoftitusvillepa.gov). Applications are available at Titusville City Hall, Titusville High School, and on the City of Titusville website at [www.cityoftitusvillepa.gov](http://www.cityoftitusvillepa.gov).

Titusville City Council will conduct interviews and select candidates from the applications received. The selected Junior Council Members will be formally appointed at a regularly scheduled City Council meeting.

**TITUSVILLE CITY COUNCIL  
JUNIOR COUNCIL MEMBER APPLICATION**

Dear Applicant:

Thank you for your interest in the Titusville City Council Junior Council Member Program. This is a unique leadership opportunity for our local students. As a Junior Council Member, you will have the opportunity to help shape our community by giving it a next-generation voice and getting involved in meaningful projects, all while learning about the workings of local and state government. Eligible applicants are juniors and seniors who reside within the Titusville School District.

If you are ready for the challenge of leadership and interested in becoming a Junior Council Member, please complete the attached application and return it to the City Manager's office at Titusville City Hall 107 N. Franklin St., Titusville, PA 16354. Applications can also be emailed to Heather Stewart, Administrative Assistant to the City Manager, at [adminservices@cityoftitusvillepa.gov](mailto:adminservices@cityoftitusvillepa.gov).

Application deadline: **Friday, September 9, 2022** .

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Grade (2022 - 2023 school year); \_\_\_\_\_

List up to four school activities in which you participate: \_\_\_\_\_

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

List up to three extracurricular, volunteer, or community activities in which you are active:

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

List any honors or awards you have received: \_\_\_\_\_

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

List any current work experience, if applicable: \_\_\_\_\_

\_\_\_\_\_

Graduation plans (if known): \_\_\_\_\_  
\_\_\_\_\_

I would like to be considered for the position of a Titusville City Council Junior Council Member because (Please state in 200 words or less. Attach extra sheet if necessary.):

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

List two references that we may contact:

Personal Reference:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

School or Community Reference:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I acknowledge that I have filled out this application on my own and that everything in this application is truthful and accurate.

I understand that if I am selected as a Junior Council Member, I will accept the position with responsibility and fulfill all duties and expectations of the position.

My parent/guardian acknowledges and supports my application as a Titusville City Council Junior Council Member.

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_