

Dane County Youth Governance Program Handbook



Acknowledgements

Contributors:

Lesly Scott, former 4-H Youth Development Educator, Extension Dane County
Connie Bettin, Prevention Services Manager, Dane County Human Services
Joe Hankey, former 4-H Youth Development Educator, Extension Dane County
Jackie Gehin, former 4-H Youth Development Program Advisor, Extension Dane County
Jess Guffey Calkins, former Community Youth Development Program Coordinator, Extension Dane County
Gabiella Balza, former Youth Development Educator, Extension Dane County
Layout: Donna Zarovy, Extension Kenosha County

Thanks to the Youth Governance Program Study Committee Members:

Former Supervisor Tom Stoebig, Chair of the Study Committee
Former Supervisor Dianne Hesselbein
Former Supervisor Melissa Sargent, Vice-chair of the Study Committee
Supervisor Matt Veldran
Hugh Wing, former Dane County Youth Board Facilitator

The Committee would like to acknowledge the great contributions of the following individuals:

Consultant and Program Designer: John de Montmollin, Extension Kenosha County
Consultant: Matt Calvert, UW-Extension

The Committee would also like to acknowledge the Youth Governance Program Partners:

Dane County Board of Supervisors and Chief of Staff, Karin Peterson Thurlow
Dane County Extension
Dane County Human Services

Dane County Youth Governance Program is a program of Extension Dane County in partnership with the Dane County Board of Supervisors.

University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. An EEO/AA employer, University of Wisconsin Extension provides equal opportunities in employment and programming, including Title VI, Title IX and the Americans with Disabilities Act (ADA) requirements.



Table of Contents

Welcome!.....	1
What is the Youth Governance Program?	1
History of the Dane County Youth Governance Program.....	1
Selection Process.....	2
Program Structure.....	3
Operating Guidelines & Expectations	4
Information about Dane County	5
Dane County Board Committees	6
Dane County Organizational Chart	8
Parliamentary Procedure	9
Basic Robert’s Rules of Order Motions Chart	10
Glossary of Parliamentary Procedure Terms	11
Frequently Asked Questions	12
Tips for Youth Leaders from Youth Leaders.....	13
Resources	15
References.....	16
Extension Dane County Contact Information	16

Welcome!

Congratulations on being selected as a member of Dane County's Youth Governance Program (YGP)! We are so glad to include you and look forward to your term as a Youth Representative. As you begin this exciting venture, you may have some questions and you may become curious about other issues throughout the year. This manual was designed to assist you on your journey with YGP.

What is the Youth Governance Program?

The Dane County Youth Governance Program offers greater opportunities for youth leadership development and youth empowerment in Dane County through direct participation in county government decision-making; provides real-life learning opportunities for youth in the functioning of local government; and brings a direct youth voice to community issues and concerns while fostering the development of confident, capable and independent leaders for the next generation.

In other words, YGP has four major components that are beneficial to the youth representatives and the county as a whole. These components include:

- **Youth Development:** helping youth develop the skills they need to succeed in YGP and beyond
- **Community Improvement:** offering a unique opportunity for youth to positively contribute to their communities
- **Civic Engagement:** allowing youth to engage with and participate in local government in a meaningful, long-term capacity
- **Youth Voice:** providing a mechanism for the needs and interests of youth to be heard and understood

History of the Dane County Youth Governance Program

At its 2010 annual conference, the Wisconsin Association of County Extension Committees (WACEC) included a break-out session on statewide youth governance initiatives. The session focused on a program initiated in Kenosha County in 2006 that appoints youth members to serve on county board standing committees.

Inspired by the WACEC presentation, several county supervisors on the Dane County Extension Committee and Dane County Youth Commission held discussions both individually and with their respective appointed bodies on the concept of a youth governance model for the Dane County Board, and the programmatic linkages that could be created between the County Extension and Human Services Departments. The timeline to develop the program occurred in the following manner:

December, 2010 – January, 2011

Informal conversations began between Board Supervisors, Extension Staff, and Youth Commission staff about the opportunities for a youth government program in Dane County.

February – June, 2011

A series of meetings were convened in which the group examined other youth governance models throughout the state and locally [YMCA's Youth in Governance (YIG) program, MMSD Board of Education and Kenosha County's YIG program]. The group identified the program's goals: community development, youth development, and civic engagement.

July 1st, 2011

A Special Study Committee was appointed by the County Board Chair, Scott McDonell. Committee members met numerous times between July 27th and September 20th and received valuable input and feedback from community members (youth and adults) regarding program modifications and improvements.

October 28th, 2011

A Youth Summit was held during WEAC, which 24 adults and youth attended. There was much interest in the program and feedback was very positive.

January, 2012

Supervisors and supporters presented the proposal to various committees for approval.

January 19th, 2012

The Dane County Board of Supervisors approved the Youth Governance Program, and the process of fully developing and carrying out the program began.

June 7th, 2012

The first cohort was inducted into the Youth Governance Program with a Reception and Pinning Ceremony at a meeting of the Dane County Board of Supervisors.

Selection Process

Eligible youth are Dane County residents currently in grades 9-11 (*who will be in grades 10-12 in fall*).

*YGP applicants are **strongly encouraged** to attend a committee meeting before they decide whether to apply to YGP. **Please go to bit.ly/YGpcmtg for more details about attending committee meetings.** All posted committee meetings are open to the public to attend and observe. Another **strongly encouraged** option is to watch a county board meeting online; all are available to watch at bit.ly/CBmtgs.

The YGP application includes short-answer questions about applicants' objectives for participating in YGP, and a written recommendation from an adult involved with the youth (teacher, guidance counselor, parent/caregiver/ guardian, etc).

After Dane County Extension staff conduct the applicant screening, Dane County Extension Committee supervisors review the recommended cohort list and vote to approve 12-18 YGP applicant finalists.

Program Structure

Each youth representative is appointed to a Dane County Board committee for a one year term from **September through May**, and is matched with a supervisor-mentor on their committee. YGP mentors closely assist youth in learning about and contributing to the governance process. YGP youth have the same opportunities for committee participation and involvement as elected county supervisors, except that they have a non-binding advisory vote. Youth representatives may be appointed to the following committees*†:

Environment, Agriculture, & Natural Resources (EANR)

2nd & 4th Thursdays, 5:00 or 5:30pm, at Fen Oak°

Food Council

4th Wednesdays, 6:00pm, at Fen Oak°

Health & Human Needs (HHN)

2nd & 4th Thursdays, 5:30pm, at CCB°

Park Commission

2nd & 4th Wednesdays, 5:30pm, at Fen Oak°

Personnel & Finance (P&F)

2nd & 4th Mondays, 5:30pm, at CCB°

Public Protection & Judiciary (PP&J)

2nd & 4th Tuesdays, 5:15pm, at CCB°

Public Works & Transportation (PWT)

2nd & 4th Tuesdays, 5:30pm, at AEC°

UW-Extension Committee

3rd Tuesday, 4 pm, via Zoom

Zoning & Land Regulation (ZLR)

2nd & 4th Tuesdays, 6:30pm, at CCB°

Dane County Library Board

1st Thursdays, Noon via Zoom

**Mileage reimbursement is available.*

Consistent attendance of youth representatives at committee meetings is **critical** in maintaining the reputation of the program and presenting a positive image of youth. Youth representatives are expected to strive to attend all of their regularly-scheduled committee meetings (~11-15 per term). If a meeting will be missed, the youth must notify in advance: 1) the mentor, 2) the committee chair, and 3) a YGP facilitator.

The minimum requirement is that youth must attend at least 75% of regularly-scheduled committee meetings (in other words, at least 3 out of every 4 meetings) and *have no more than three (3) absences without notice*. An absence without notice is when a youth representative misses a regularly-scheduled committee meeting without notifying a committee member.

If a youth representative does not meet the attendance requirement in the first four months, they must meet with a YGP facilitator to discuss attendance improvement and reassess continued program participation.

Each youth is matched with a supervisor-mentor on their committee. YGP mentors assist youth in becoming involved in county governance by providing information and resources for them to better understand the governance process, fully develop their ideas, and feel confident in sharing their opinions. They encourage and promote learning and skill development in areas such as communication, organization, and decision-making. Mentors also advocate for the youth and help create a safe, welcoming, and respectful environment.

In addition to committee meetings, youth representatives will attend bimonthly YGP cohort education meetings, which provide a space to connect with other youth representatives; deepen learning; and grow youth leadership, civic engagement, and other important professional skills. .

Operating Guidelines & Expectations

Time Period:

- Youth representatives serve on county board committees from September to May each year. Youth are inducted at the YGP Pinning Ceremony in September and committee responsibilities start the following week.

Attendance:

- Strive to attend all regularly-scheduled meetings of the committee you've been assigned to (~11-15 per term). Must attend at least 75% of regularly-scheduled committee meetings (at least 3 out of every 4 meetings).
- If you will be unable to attend a meeting, notify your committee via a reply all email to the meeting reminder email sent from your committee staff person. (This ensures that your mentor, committee chairperson, committee staff person, and YGP facilitator are all notified).
- No more than 3 absences without notice.
- Attend YGP cohort meetings.
- If attendance requirements are not met, the YGP facilitator will meet with you to discuss attendance improvement and reassess continued program participation.

Behavior:

Youth representatives are expected to:

- Stay up to date on committee business, and read necessary material in advance in order to stay engaged in committee meetings.
- Not use cell phones or other devices during meetings (except for accessing meeting documents).
- Wear business/dressy casual attire to committee meetings.
- Adhere to the UW-Extension 4-H Youth Development Code of Conduct at all times

Communications:

- Youth representatives will receive **all** communications sent to members of their committee. (*Notify the YGP facilitator if emails aren't being received*).

Meetings:

- Youth representatives may vote on all motions made at their committee meetings (or may choose to abstain).
On roll call votes, youth votes are taken before county board members vote (this is done to avoid any unintended influence by adult members). Youth votes are recorded in the committee's minutes for public record.
- Youth representatives are not permitted to attend closed session meetings. If a meeting goes into closed session, youth representatives are excused from the meeting.

Information about Dane County

Dane County is the second largest county in Wisconsin by population. Through its 2,200 elected, appointed and civil service employees, Dane County government provides many functions and services for its 542,364 citizens, acting primarily as an arm of state government to administer and enforce both state and county laws.

The Dane County Board of Supervisors is the legislative branch of county government, and establishes policies for the County. As the County’s legislative body, the Dane County Board approves county ordinances, levies taxes, and appropriates funds for all county services. There are 37 county supervisors on the Dane County Board who are elected in the Spring of even-numbered years, representing roughly 13,100 citizens. The County Board typically meets twice a month on Thursday nights at 7:00 p.m. in Room 201 of the City-County Building in Madison.

In addition to the County Board and County Executive, there are six elected County officials whose offices are established and governed by state statute and the Wisconsin State Constitution, and who are elected in the Fall of even-numbered years. These offices are the Clerk of Courts, County Clerk, District Attorney, Register of Deeds, Sheriff, and Treasurer. These elected officials serve as the head of their respective agencies, and carry out the policies established by the State Legislature, the County Board and the County Executive.

Dane County government also includes numerous appointed department heads who administer county, state and federal programs and regulations specific to their departments. Department heads are appointed by the County Executive with the approval of the County Board. These departments are:

Administration	Family Court Counseling	Planning & Development
Airport	Human Services	Public Safety
Alliant Energy Center	Juvenile Court	Communications
Corporation Counsel	Land & Water Resources	Highway & Transportation
Emergency Management	Library	Veterans Services
Extension	Medical Examiner	Zoo

Dane County and other local governments budget on an annual, calendar year basis which differs from the state and federal government. In 2018, Dane County budgeted an estimated \$587 million for a variety of ongoing program costs. Roughly, \$234 million comes from county property taxes and another \$67 million from the county sales tax to cover these costs. A much larger percentage of the county budget is derived from “intergovernmental revenues”, or pass-through funding from the state and federal government. Other county revenue sources – license & permit fees, fines & forfeitures, public charges for service, interest income, and other miscellaneous revenues – comprise a much smaller budget amount.

Dane County Board Committees

Dane County Board Standing Committees

1. Environment, Agriculture & Natural Resources – Oversees the County Extension Dept.; the Land & Water Resources Dept., including operational programs for lakes management and aquatic weed control; provides policy oversight the Dane County Parks Commission and the Dane County Food Council; and concerns itself with all matters related to agriculture, environmental protection, and the conservation of natural resources in Dane County.
2. Health & Human Needs – Oversees the Human Services Dept., Veterans Service Office, Area Agency on Aging, Dane County Youth Commission, County Housing Authority, Specialized Transportation Commission, and Dane County Humane Society; and monitors and advises on all aspects of human services policy and program delivery in Dane County.
3. Personnel & Finance – Serves as the primary policy arm of the County Board during the county’s annual budget process, and has preliminary approval authority over all county legislation having a fiscal impact. Oversees the Dept. of Administration, County Treasurer’s Office, and the Dane County Library Board. Deals with all matters related to collective bargaining, wages, benefits, and conditions of employment.
4. Public Protection & Judiciary – Oversees the Corporation Counsel, Family Court Commissioner, Family Court Counseling Service, Public Safety Communications Center, Juvenile Court, Emergency Management, Sheriff’s Department, Coroner, District Attorney, Clerk of Courts, and the Dane County court system; and concerns itself with any law enforcement issues related to Dane County ordinances.
5. Public Works & Transportation – Oversees the Public Works, Highway & Transportation Dept., the Facilities Management Division of the Dept. of Administration, the Alliant Energy Center, Dane County Regional Airport, and the Henry Vilas Zoo; oversees the bidding and construction process for county public works projects and the development of sustainable and energy efficient practices for new and existing county facilities; and concerns itself with all matters related to parking and transportation policies, and solid waste management
6. Zoning & Land Regulation – Oversees the Planning & Development Dept., Register of Deeds, and the Board of Adjustment. Fulfills zoning and subdivision control duties under state and county law. Advises on all matters related to zoning, land use planning and land regulation.
7. Executive Committee – Oversees the County Board Office, Dane County’s legislative lobbyist, and rules and policies of the County Board; provides budgetary and policy oversight for the Offices of the County Clerk and County Executive; reviews and recommends actions on state legislation and administrative rules which have a programmatic or fiscal impact on Dane County; and focuses on long range planning with respect to taxation, revenue projections, spending and borrowing.
[YGP youth representatives are not appointed to the Executive Committee]

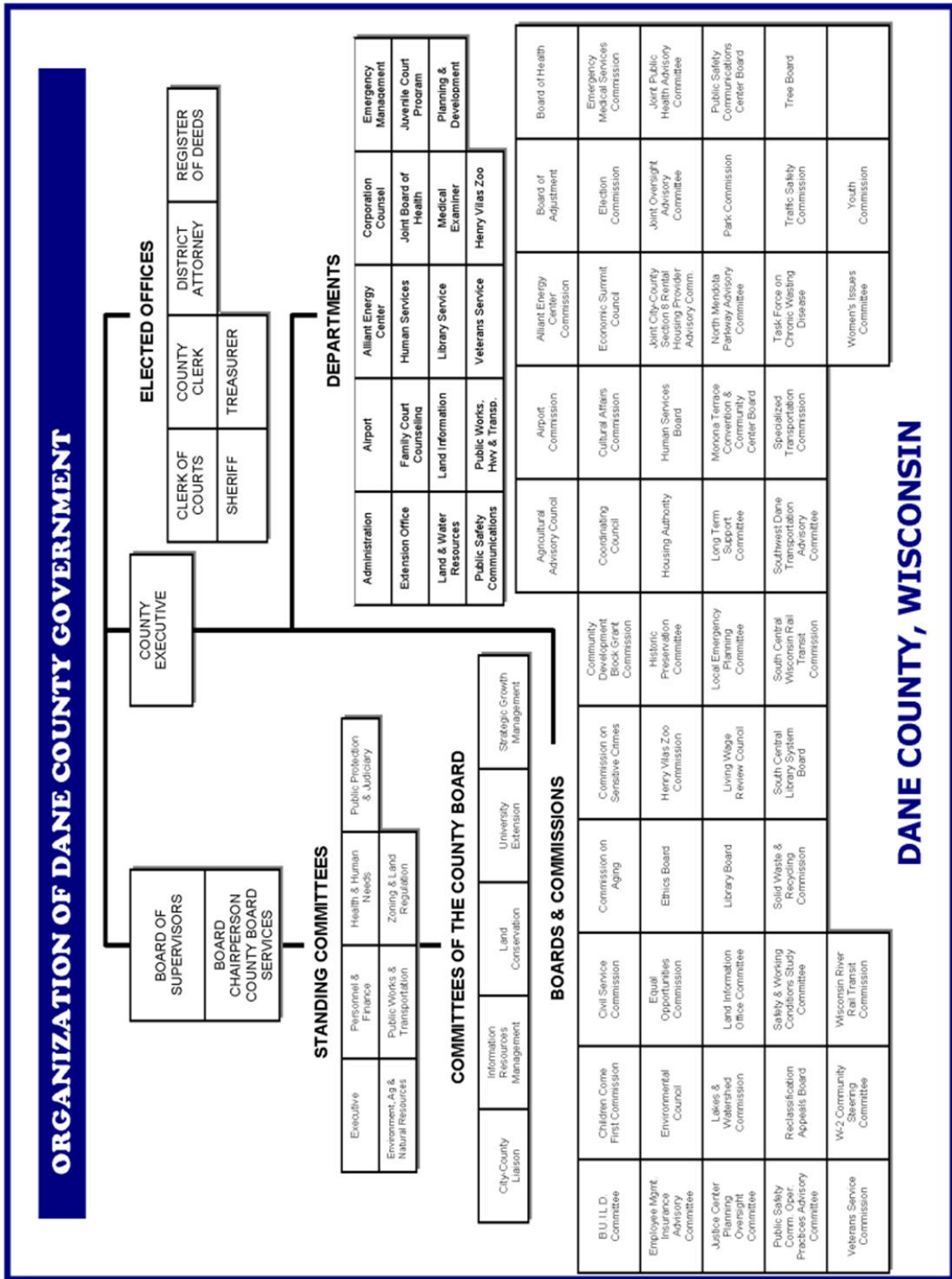
Dane County Board Advisory Committees

- Dane County Food Council – Explores issues and develops recommendations to create an economically, socially and environmentally sustainable local food system for the Dane County region. Works with and assists local municipalities to implement projects which promote local food, agriculture and economic development. Develops long-term strategies and finds opportunities to educate and inform a wide range of citizens about the Council’s activities and seek citizen advice, comments and suggestions for building a better local food system.
- Park Commission – Oversees three program areas of the Parks Division in the Land & Water Resources Department, including: Operations and maintenance, Planning and development, and Land acquisition. The commission may lay out, improve, maintain and govern all county parks and parkways.
- UW-Extension Committee – Oversees Extension Dane County programming, which includes nutrition education, agriculture, horticulture, financial education, food systems, community development, natural resources, and youth programming. Also oversees the Dane County Fair Association.
- Dane County Library Service Board – Oversees Dane County Library Expenditures, Dane County Library Services, and Dane County Library Director. Program areas include Dane County Library collection (books, kits, film, music), Bookmobile service, Dream Bus service, Outreach services (daycares, senior living facilities, jail, job center), Homebound services, Beyond the Page humanities programming oversight, Racial equity/social justice training & teamwork

There are over 70 other boards and commissions, including:

Affordable Housing Development Fund Staff Team	Housing Authority
Aging & Disability Resource Center Governing Board	Human Services Board
Airport Commission	Jail Consolidation Project Review Committee
Alliant Energy Center committees	Kassel-Dane Sister County Task Force
Area Agency on Aging board	Lakes & Watershed Commission - Executive Committee
BUILD - Better Urban Infill Advisory Committee	Land Information Council
City-County Homeless Issues Committee	Library Board
Civil Service Commission	Local Emergency Planning Committee
Commission on Economic & Workforce Development	Monona Terrace Convention and Community Center Board
Commission on Sensitive Crimes	Office for Equity and Inclusion Advisory Board
Comprehensive Plan Steering Committee	Personnel & Finance Tax Deed Subcommittee
Criminal Justice Council	Public Safety Communications
Cultural Affairs Commission	Public Works & Transportation Transit Subcommittee
Dane County Council on Climate Change	Public Works Sustainability Subcommittee
DaneCom Governing Board	South Central Library System Board
Emergency Medical Services Commission	Specialized Transportation Commission
Employee-Management Insurance Advisory Committee	Tree Board
Environmental Council	Veterans Service Commission
Equal Opportunity Commission	Yahara Chain of Lakes - Lake Levels Task Force
Ethics Board	Youth Commission
Henry Vilas Zoo Commission	

Dane County Organizational Chart



Parliamentary Procedure

Parliamentary Procedure is one of the most effective means by which individuals can take orderly action as a group. It is an organized system where the smallest minority (even just one person) can be heard, while preserving the right of the majority to prevail. Parliamentary Procedure helps make meetings be easier, shorter, and more productive. One of the oldest and most popular set of rules in Parliamentary Procedure is Robert's Rules of Order. It is the set of rules used by most legislative bodies. The following information will help you to better understand the process of adhering to Robert's Rules of Order.

Order of Business in Parliamentary Procedure

1. Call to order
2. Roll call
3. Reading minutes from the previous meeting
4. Approving minutes from the previous meeting
5. Committee reports
6. Accepting the committee reports
7. Unfinished business
8. New business
9. Adjourn

Steps in Making a Decision in Parliamentary Procedure

1. Motion – A motion is a request that something be done or that something is the opinion or wish of the group. Only one motion should be placed before the group at one time. It is debatable and amendable. When making a motion, one should say "I move that..." instead of "I make a motion that...."
2. Second – Someone from the group must "second" the motion, or agree to the motion, so that it can be discussed.
3. Discussion – The motion "on the floor" is discussed by all members, addressing the pros and cons of the issue.
4. Re-state the motion – The chair re-states the motion before the group votes.
5. Vote – The group votes by saying "aye" for yes/approval or "no" for disapproval.

Basic Robert’s Rules of Order Motions Chart

The motions below are intended to be a basic primer of commonly used motions*. They are listed in order of common use – not in order of precedence. Some motions take precedence over other motions.

You want to:	You say:	2nd?	Debate?	Amend?	Vote?
Bring business before assembly (a main motion)	I move that (or “to”)...	Yes	Yes	Yes	Majority
Modify the wording of a motion	I move to amend the motion by...	Yes	Yes	Yes	Majority
Lay aside temporarily	I move to lay the question on the table	Yes	No	No	Majority
Take matter from table	I move to take from the table...	Yes	No	No	Majority
Kill main motion	I move that the motion be postponed indefinitely	Yes	Yes	No	Majority
Refer to committee	I move to refer the motion to...	Yes	Yes	Yes	Majority
Limit or extend debate	I move that debate be limited to...	Yes	No	Yes	2/3
Take a break	I move to recess for...	Yes	No	Yes	Majority
Make assembly follow the agenda	I call for the orders of the day	No	No	No	None
Request more information	Point of information	No	No	No	None
Enforce rules	Point of Order	No	No	No	None
Demand a rising vote	Division	No	No	No	None
Close the meeting	I move to adjourn	Yes	No	No	Majority
Parliamentary law question	Parliamentary inquiry	No	No	No	None

Glossary of Parliamentary Procedure Terms

Adjourn – to end the meeting

Chair – the presiding officer

Address the chair – to rise and say “Mr./Ms. Chair”

Quorum – the number of members necessary to carry on business

Amend – change or modify a motion

Minutes – the record of report of each meeting’s work

Majority Vote – the vote of more than half of the members

To Obtain the Floor – receive from the chair the right to speak. No one speaks unless recognized by the chair

* Developed by Annie Jones, Extension Kenosha County Community Development Educator

Frequently Asked Questions

What do I do if I can't attend a committee meeting?

Youth are expected to attend all committee meetings, but we understand that conflicts may arise. If you will be unable to attend a committee meeting, notify your mentor, committee chairperson, and YGP facilitator, as soon as possible.

As a youth representative, how many committee meetings may I miss?

To maintain a position in the program, all youth must attend at least 75% of their regularly scheduled committee meetings and have no more than three (3) absences without notice. If you will be unable to attend a meeting, you should contact your mentor, committee chairperson, and YGP facilitator, as soon as possible. Following this protocol will assign your absence as an absence with notice.

Where and when are my committee meetings held?

Most committees meet in the City-County Building in downtown Madison. However, other committees meet elsewhere (Public Works & Transportation and Environment, Agriculture, & Natural Resources). Committees generally meet at the same place and time every month, but dates and locations may change. You will receive email communications about the dates and locations of meetings. Talk to your mentor or the chair of your committee if you have any questions or concerns about meeting schedules or locations. Some committees meet virtually. Zoom links will be emailed prior to the meeting.

Can I attend a meeting virtually if it is a hybrid meeting?

YGP members are expected to attend in person the same as Board supervisors and other committee members, but have the flexibility of attending virtually if they notify the chair and committee staff prior to the meeting.

Is there a dress code for committees?

Each committee is unique and committees may differ on this issue. In general, wear business-casual attire to your committee meetings (no jeans, t-shirts, sweatshirts, etc.). If it is clear that your committee is casual, it is okay to dress more casually. Just remember, it is important to make a good first impression and to maintain that impression throughout the year.

Do I really get to vote?

Youth are permitted to vote on all motions made at committee meetings. On roll call votes (which means each person's name is called and votes are recorded individually), you will vote before county board members vote, to avoid any unintended influence by adult members. The youth vote is recorded in the minutes for the record, but is a non-binding advisory vote.

What if I don't understand what's going on?

If you find yourself confused or unsure, you can ask clarifying questions during the meeting. You are not expected to be an expert on the topic and it's okay to ask questions. If you don't feel comfortable speaking up during the meeting, talk with your mentor outside of the meeting and ask him/her to explain the situation. It is far better to ask questions right away than to go through a meeting confused and not contributing.

What do I call the committee members?

You can address the committee members as "Supervisor" or "Supervisor (last name)." When addressing the Chair, you can call him/her "Mr./Ms. Chair" or "Chairman/woman (last name)."

Tips for Youth Leaders from Youth Leaders

These 13 tips are helpful to young people who serve on boards or other governing bodies with adults. They were developed by young people who have been in these positions and know the pressures involved*.

1. **You belong in leadership**

You might feel inexperienced at first, or you may think that the adults don't want to hear what you have to say. Remember that your opinions are key to the work the group is doing. As a young person, you have a right and responsibility to be there. Young people are part of their communities, and organizations need to hear from them.

2. **Find allies**

Find people on the staff and the governing bodies who seem to take young people seriously. Sit next to them at meetings, have lunch with them, or talk to them during breaks. When you forget that your role in the group is important, they can help remind you.

3. **Ask questions**

If you don't understand something, make sure to ask someone. Your questions are important. You need to understand what's going on, and it won't help anyone if you sit quietly without understanding certain discussions. There will be times when you will feel shy or not interested in what's going on. No matter how you're feeling, it's important to ask questions so you can stay involved.

4. **Build a support base for yourself**

Find three young friends who are interested in what you're doing with the group. Talk to them openly about what frustrates you, excites you, or bores you about your work. Choose good listeners who can help you think things through and get some of your feelings out.

5. **Get the word out about your leadership**

You have a responsibility to get the word out about the importance of youth leadership to as many young people as possible. It's not just about serving on your board of committee. It's about giving other young people information they can use to take charge. If you're on a foundation board, or any kind of board where you can influence grant policies, encourage the board to fund those organizations that have young people in their governance structures.

6. **Know that you are not alone**

There are many young people out there on boards, advisory boards, student councils, etc., working to make a difference in how things are done. You may sometimes feel that the work of your group isn't important. Connecting with other youth leaders can help remind you that there is a youth voice movement going on and you're part of it.

7. **If you're feeling bored, take responsibility for making the work interesting**

Learn the language of the board or of the organization (e.g., acronyms and jargon). Ask the questions you need to ask. Say at least two things at every meeting, so you always stay engaged in what's going on. If you feel that meetings need to be jazzed up, suggest something different to do,

like brainstorming or small group activities. Chances are other people will also be more engaged if meetings are more interactive.

8. If you don't like how something is going, change it

You are a member of the group. If you don't think the agenda is interactive enough or you don't like your committee assignment, speak up and work with people to make changes. This may not be easy. You may have to talk it through with people a few times to win them over.

9. Don't get discouraged

If it feels like people aren't listening or are disrespectful, keep trying. Change usually takes time. Take notice when adults do listen and try to understand your thoughts. If you feel like someone is talking down to you, don't be quiet about it. Bring it up. The groups needs to deal with the issue.

10. Go to all meetings

Find out the dates and write them all down in your calendar. Be prepared for meetings. Read the materials and learn about how things work. Refer to the County Board website for information regarding committee agendas and minutes. The website is <http://www.countyofdane.com/board>. Links to minutes and agendas are on the top of the page.

11. Take on leadership

Get involved in the work that happens outside of committee meetings, and make your presence known.

12. Relax, have fun, and be yourself

If you are someone who tells a lot of jokes, then tell jokes. You are a member of the governing body, and you should show who you really are. Think of the other people in the group as your peers.

13. Appreciate adult allies

Recognize that adults are trying their best, even if things aren't going well. Resist the temptation to criticize.

*** Taken from the book *Youth on Boards. 15 Points: Successfully Involving Youth in Decision-Making***

Resources

Dane County Youth Governance Program <http://fyi.uwex.edu/youthgovernanceprogram/>

Dane County website www.countyofdane.com for any countywide or department specific information on programs, policies, current initiatives, ordinances, etc.

Dane County Board of Supervisors <http://www.countyofdane.com/board> for district maps, agendas, meeting schedules, and information about committees and supervisors

“Legislative Logistics” Presentation under the “Documents” heading on the County Board of Supervisors home page at www.countyofdane.com.

Wisconsin Counties Association www.wicounties.org for general county-related information.

County Government: History, Services, & Funding publication:

<https://www.wicounties.org/uploads/pub/final-cgb.pdf>

“Government” homepage www.wisconsin.gov for links to an assortment of local, state and federal agencies and information.

Activism 2000 Project <http://www.youthactivism.com>

Encourages young people to speak up about issues they care about.

Do Something <http://www.dosomething.org>

Through its BRICK Awards program, funds innovative projects started by community activists under the age of 30.

Global Youth Action Network <http://gyan.tigweb.org/>; <http://www.TakingItGlobal.org>

They are working to create a more involved community of young people on-line to inspire, inform, and involve more young people in creating a better world.

Innovation Center for Community and Youth Development <http://www.theinnovationcenter.org>

This organization unleashes the potential of youth, adults, organizations, and communities to engage together in creating a just and equitable society.

Resource Generation <http://www.resourcegeneration.org>

Provides resources, publications, and networks to help young people make positive and creative choices about their lives and their money.

Soundout.Org <http://www.soundout.org>

A national online resource center designed to promote meaningful student involvement in school change. They seek to encourage students and adults to work together positively, powerfully, and effectively in order to transform education together.

University of Wisconsin-Madison Division of Extension <https://youth.extension.wisc.edu/article-topic/youth-in-governance/> UW-Extension is working with county boards and city councils and their committees to include youth representation in several Wisconsin counties.

YouthBuild USA <http://www.youthbuild.org>

Encourages youth to take charge of their lives and gain skills that lead to economic independence, while helping rebuild their communities.

Youth Leadership Institute <http://www.yli.org>

A community-based institute that joins with young people to build communities that value, honor, and support youth. Offers a wide array of programs, all of which are grounded in a positive youth development philosophy.

Youth On Board <http://www.youthonboard.org>

Youth on Board prepares youth to be leaders and decision makers in their communities and strengthens relationships between youth and adults through publications, customized workshops, and technical assistance.

Youth Venture <http://www.youthventure.org/>

Dream it. Do it. Youth Venture helps young people 12-20 across the U.S. start new youth-led organizations that achieve a lasting benefit for their schools, neighborhoods and communities.

References

Calvert, M. (2006). *Wisconsin Models for Youth Involvement in Local government Decision Making*, Madison, WI: University of Wisconsin-Extension.

Sazama, J. & Young, K. (2006). *15 Points: Successfully Involving Youth in Decision Making*, Fourth Edition. Somerville, MA: Youth on Board, 146-147.

The Innovation Center for Community and Youth Development, (2004). *Learning and Leading: A Tool Kit for Youth Development and Civic Activism*. Takoma Park, MD

Wisconsin Counties Association, (2004). *Wisconsin County Supervisor's Handbook*. Madison, WI

Dane County Extension Contact Information

If you have any questions or concerns, please contact:

Carrie Edgar, Director
Dane County Extension
5201 Fen Oak Drive, Rm. 138, Madison, WI 53718
edgar@countyofdane.com or 608-224-3706

<https://dane.extension.wisc.edu/>

<http://fyi.uwex.edu/youthgovernanceprogram/>

An EEO/AA employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title VI, Title IX, and the Americans with Disabilities Act (ADA) requirements.

La Universidad de Wisconsin-Extensión, un empleador con igualdad de oportunidades y acción afirmativa (EEO/AA), proporciona igualdad de oportunidades en empleo y programas, incluyendo los requisitos del Título VI, del Título IX, y de la Ley Federal para Personas con Discapacidades en los Estados Unidos (ADA).

Tus Tswv Hauj Lwm Ntawm (EEO/AA), ntawm lub Tsev Kawm Ntawv Qib Siab (University of Wisconsin-Extension) pab rau kev ncaj ncees txog kev hauj lwm thiab kev pab cuam, xws li nyob rau hauv Title VI, Title IX, thiab ntawm tsab cai Americans with Disabilities Act (ADA) yuav tsum kom muaj.

