**Student Representatives to Palmyra Borough Council**

**Purpose**: The Borough of Palmyra recognizes the value of a student liaison between the high school and the governing body on matters relating to the youth community. The representatives shall gain a learning experience about the workings of local government and our policymaking process - while the governing body will benefit from the perspective and opinions of the future of our community. This position supports education, civic responsibility, and leadership for the younger members of our town. It is important for the health of the community to help bridge the gap between generations within our town. This program not only benefits the representatives, but also the Governing Body and Palmyra as a whole.

**Eligibility**: To establish continuity of the program and promote co-operative responsibilities, four positions will be available: two Junior Representatives (11th grade) and two Senior Representatives (12th grade). Student representatives must be (1) Palmyra Residents, (2) currently enrolled at Palmyra High School (PHS), and (3) in good academic and attendance standing. Students must submit the appropriate application provided by PHS to the PHS Principal (*or other designated point of contact at PHS*).

**Selection**: The PHS Principal (*or other designated point of contact at PHS*) will select, via their internal selection process, a Junior candidate and submit the applicants and applications to the Borough Clerk. The Clerk will submit the applications to the Governing Body for review and discussion. The Mayor of the Borough of Palmyra will appoint, with the advice and consent of Council, the PHS selected Juniors to their positions as Student Representatives to Borough Council. The Palmyra School District will be responsible for the retention of all documents pertaining to the application and selection process.

**Term of Service**: After the initial year of establishment of this program, the Junior Representatives will be appointed during the Re-Organization Meeting (within first 7 days of January) that take place during their Junior year. Once the current Senior representatives graduate from PHS, the Juniors will move into the Senior position and remain there until their graduation.

Junior:

Apply – Fall of Junior

Appointed – Re-Organization Meeting during their Junior Year

Move over to Senior Rep. – After Seniors Graduate

Senior:

Nominated – As Junior (listed above)

Appointed – As Junior and move to this position after Senior Representatives graduate

End of Term – After graduation

Unfilled Seat (Junior or Senior)

\*\*\*School will be notified to identify a new candidate in that grade to be appointed as soon as possible\*\*\*

**Duties and Responsibilities**: Student Representatives are required to adhere to the following.

1. Their must be at least one Representative at all Council Meetings (both Caucus and Regular Meeting)
2. Excluded from all Executive Session Meetings
3. May request, through the proper channels, items to add to the agenda for discussion
4. Receive copies of the agenda and any paperwork deemed necessary by the Borough Clerk and/or Administrator
5. Participate in Council discussion for matters concerning the activities and events of the school district or items of interest to the youth of the community
6. Will be given the opportunity to provide a report during the Student Representative Reports section of the agenda
7. May attend Borough Council sub-committee meetings when invited by the sub-committee chair
8. Shall report any issues or concerns directly to the Borough Council Liaison(s) to the Palmyra School District Board of Education, the Borough Administrator or Clerk, and the designated PHS point of contact
9. The Student Representatives are encouraged to work with the governing at various public events
10. Representatives should work on a community or school-based improvement project to help increase engagement within Palmyra

**Compensation**: There will be no financial compensation for these positions. Upon fulfilling their responsibilities, the Student Representatives may receive a letter of recommendation from Borough staff and/or the Governing Body as well as Palmyra High School in recognition of their service, dedication, and contributions to the Borough of Palmyra and its residents.

*Student Representatives are expected to adhere to all policies and regulations of the Borough Council in their role. Borough Council in no way relinquishes any of its authority, powers, prerogatives, or responsibility but rather adds to its membership non-voting pupil representatives for the mutual benefit of the school district, the community, and the future of the Borough of Palmyra.*