



"Today's Youth... Tomorrow's Leaders"

Durban Youth Council – Code of Conduct

1. COUNCILLORS RIGHTS AND RESPONSIBILITIES:

It's my right ...

- 1.1. To be respected by all members of the Council, regardless of my personal, religious or cultural differences, and similarly, to respect others in the same way.
- 1.2. To freedom of speech and to voice my opinion in a mature, tactful and appropriate manner, and to listen to and to respect the opinion of others.
- 1.3. To request the removal of a disruptive councillor from a council meeting and my responsibility to do so in an appropriate manner and time and for valid reasons.
- 1.4. To, where possible, be involved in and informed about decisions taken at Council and my responsibility to respect the decisions made and to act on them in a mature manner.
- 1.5. To have Council activities begin punctually and be punctual in every part of my council life.
- 1.6. To appeal, if problems arise, via the Steering Committee, and my responsibility to do so in an appropriate manner and time and for valid reasons.
- 1.7. To attend council meetings free from harassment (peer pressure/ drugs/ violence/ intimidation) and my responsibility to promote a safe environment.
- 1.8. To be free from any unwanted conduct of a sexual nature, and my responsibility to promote an environment free from this type of harassment which can take the form of: offensive gestures, innuendos, comments or degrading pictures or persistent unwanted sexual advances.
- 1.9. To support the council in my participation in projects and to participate to the best of my ability.
- 1.10. To have a social life out of school and not to embarrass Council when in the public eye.

2. ABSENCE FROM A COUNCIL MEETING:

- 2.1. Councillors are only to be absent from meetings in cases where prior written notification is given to the Council Manager. This will result in the councillor being marked "Excused".
- 2.2. Telephonic / SMS apologies will not be accepted. Should this occur unavoidably, the councillor is still required to submit a written apology at the next council meeting. Failure to do so will result in the councillor being marked "Absent".
- 2.3. Failure to attend **three** consecutive or non-consecutive meetings without prior notification or a written letter explaining the absence**.
- 2.4. Should the councillor require a specific term of absence for a valid reason, a detailed letter is required from the councillor's parents, for the relevant term of absence.

3. LATE ARRIVALS AND EARLY DEPARTURES:

- 3.1 Any late arrival or early departure must be relayed to the Council Manager, in the form of a written letter from parents, explaining the reason*.
 - 3.2 No councillor may leave the designated meeting area without permission from the Council Manager*.
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4. APPEARANCE:

- 4.1 Councillors are to wear the full, prescribed school uniform of the school the Councillor attends, and so appropriately attired in accordance with school regulations (hair, jewellery, etc)*.
- 4.2 If the school the Councillor attends does not have a specified uniform, he/she is required to wear black formal pants (no jeans), a white collared shirt, and black formal shoes (no takkies or sneakers).
- 4.3 Councillors are expected to wear their council T-Shirt and Badge to all council events.
- 4.4 Councillors are to wear their DYC badges at all times during council meetings.

5. CELL PHONE USAGE:

The use of Cellular phones during a meeting is forbidden. They must be switched off or put onto silent mode. Should it ring during the meeting, a fine of R10 will be levied against the individual, payable at the next meeting.

6. MISCELLANEOUS:

The following is not a definitive list of offences, but mere guidelines. Other offences that are general personnel etiquette in schools, not herein mentioned, will also result in disciplinary action.

- 6.1 Smoking, drug or alcohol abuse**,
- 6.2 Misbehaving or excessive talking during the meeting*,
- 6.3 Not attending projects or meeting deadlines set out by a project manager*,
- 6.4 Not obeying a reasonable, operational task given by a Director, Deputy Mayor, or any member of EXCO*,
- 6.5 Not arriving for projects you have committed yourself to*,
- 6.6 Defacing the building where the meeting is being held**,
- 6.7 Possession and sale of any illegal narcotic substance**,
- 6.8 Using the DYC letterhead or other official documentation for personal gain or enrichment, other than its intended use.
- 6.9 Non-compliance with the rules herein stipulated.

7. DISCIPLINARY HEARING GUIDELINES and PROCEDURE

7.1 Before the Hearing

- 7.1.1 The 'alleged' offence is referred to the Council Manager at which time he/ she may recognise the offence as valid/ invalid (the alleged offence must be identified as contravention of a specific rule (s) as laid out in the Code of Conduct.
- 7.1.2 The Council Manager will convene the Disciplinary Committee, notify them of the offence and schedule an **appropriate venue; date and time** for a Disciplinary Hearing.
- 7.1.3 The Council Manager must issue the 'accused' councillor with a letter requesting him/her to appear before the Disciplinary Committee at least **two** weeks before the scheduled Disciplinary Hearing.

NB: If the 'accused' councillor is unable to attend the hearing; a written letter signed by their parents must be forwarded to the Council Manager and an alternative date and time will be scheduled.

7.2 During the Hearing

- 7.2.1 Firstly, the Council Manager will explain the format for the Hearing to all present.
- 7.2.2 Secondly, the 'accused' councillor will be allowed to plead their case and defend their actions/behaviour, and may call witnesses during this time.
- 7.2.3 Thirdly, the Council Manager will present the case on behalf of the DYC to the 'accused' councillor,
- 7.2.4 The Disciplinary Committee will discuss the matter, carefully considering all mitigating factors (listed below) before an appropriate sanction is given.

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- the Councillor's position on council,
- whether it's the first or second offence,
- and the severity of the offence,

7.3 After the Hearing

7.3.1 Within one week of the Hearing, the Disciplinary Committee, through correspondence of the Council Manager, must follow the procedure outlined below:

- At its sole discretion, decide on an appropriate sanction,
- Inform the councillor in writing ('cc' Steering Committee secretary),
- Email the minutes of the hearing to the Steering Committee, as well as their intended course of action.

7.3.2 The 'accused' councillor has the right to appeal and this appeal must be addressed to the Executive Steering Committee within 7 days of receiving written correspondence detailing the outcome of the Hearing.

7.3.3 In the event that a councillor be suspended/ expelled, it becomes the duty of the Steering Committee to notify (in writing) the Councillors' school and parents, in order that another representative from the school will be invited to join Council.

NB: It remains the duty of all councillors to familiarize themselves with the Constitution, By-Laws, Code of Conduct and Disciplinary Hearing procedure and format. At such hearings, **all** parties entering into this process are expected to conduct themselves in a fair, ethical and mature manner such that no bias and/ or prejudice come to any parties concerned. One must remember that this is a Youth Council wherein which all procedures and decisions are undertaken by the Youth. As such, the Steering Committee entrusts that the Youth conduct themselves in a manner indicative of this level of maturity, always acting with the highest levels of integrity.

***Contravention of this rule will result in the Council Manager administering an automatic first warning and no Disciplinary Hearing. Three written warnings will result in suspension/ expulsion.**

****Contravention of this rule will result in immediate suspension/ expulsion.**

8. APPEAL PROCESS

8.1 In the event a councillor feels that he/ she has been falsely implicated or unfairly convicted of contravening a rule or that their rights are being infringed, he/ she may appeal directly to the Executive Steering Committee in writing, within **seven** days of the ruling of the Disciplinary Committee.

8.2 The Executive Steering Committee will consider the merits of the case and rule accordingly. The decision of the Executive Steering Committee is binding and final.

Note: All Councillors are expected to know and uphold the Code of Conduct. Failure to do so will lead to appropriate sanctions mandated by the Disciplinary Committee.

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I, the undersigned, hereby declare that I understand the above information and hereby affix my signature as verification of agreement and acceptance.

Signed on this _____ day of the month of _____, year _____ at
_____.

Councillor

Parent / Legal Guardian