



CODE OF CONDUCT: JUNIOR CITY COUNCIL

Introduction

The Junior City Council (hereinafter referred to as the JCC) was established as a forum for high school learners (Grade 10 to 11) to broaden their knowledge of local government, with special reference to municipal matters, and to understand the scope and extent of the functions performed by local authorities.

The composition of the JCC has been redesigned to more closely align the schools in each of the City's 116 wards with governance and service delivery in Cape Town.

The JCC is not a political structure and participation by schools (state and independent high schools) in the City is voluntary.

The JCC is the responsibility of the Speaker's Office due to the governance focus of this forum.

The Administrative body (Councillor Support under the Councillor Support & Sub-council Department) have reached agreement on a Code of Conduct which is to apply to all Members of the JCC.

By accepting the positions on the JCC and agreeing to this Code of Conduct, members are to adhere to the principles and rules set out herein. Members are to acknowledge the responsibilities of the position they serve in and strive toward implementing it with integrity.

All JCC members are expected to act responsibly at all times, and not to engage in any activity, which might bring the name of the JCC and/or Cape Town City Council into disrepute.

Among many things, the JCC is committed to developing future leaders and upstanding citizens of this country, whilst at the same time making our city a better place to live.

Vision and Mission

JCC vision:

The Junior City Council (JCC) envisions a Cape Town where youth are empowered to become confident leaders, active citizens, and positive change-makers in their communities.

JCC mission:

The Junior City Council (JCC) is committed to fostering a sense of civic responsibility among Grade 10 and Grade 11 learners in all 116 wards and 21 sub-councils of Cape Town. Through our non-political programme, we aim to develop young people's skills, self-image, and leadership abilities, so that they can represent their communities as City Ambassadors. We provide opportunities for our members to enhance their community project management skills, broaden their knowledge of local government, and cultivate a culture of active citizenry. By doing so, we empower young people to become agents of change in Cape Town, creating a better future for all.

Objectives of the JCC

- To develop leadership potential of our City's high school youth;
- To develop an interest in civic and community affairs;
- To develop an awareness of those less-privileged and of problems within the community;
- Strengthening today's youth to ensure a better future;
- To represent the youth accurately and fairly;
- To develop strong individuals to guide their peers.

Composition of the JCC

- Junior Mayor
- Junior Deputy Mayor
- Junior Speaker
- Junior Chief Whip

Duties are clarified in Annexure A: Duties of Office Bearers

Term of office

The JCC members will serve for a period of One (1) year.

Functions of the JCC

JCC members have two core functions:

- (1) City ambassador: To proactively represent the City of Cape Town and its projects in a reputable and open manner amongst young people in Cape Town.
- (2) Community Project: To start and close a community project within the Junior Councillor's immediate community.

Resignation and dismissal of JCC members

Members of the JCC have the right to resign from the position in office by means of a formal letter of resignation to the JCC Custodian and have a period of one (1) month service upon submission of resignation.

JCC members are dismissible if inappropriate behaviour and activities take place within and under the name of the JCC or bring the name of the JCC and/or Cape Town City Council into disrepute.

JCC meetings

The JCC will have a minimum of five meetings per year for administrative purposes as well as planning and implementation of projects. Attendance at meetings is compulsory. Should a JCC member miss two consecutive meetings without a written apology with suitable reasons, such member will be removed from the JCC.

Meetings will be scheduled and arranged by the JCC administrative team who will keep a record of the order of the day and the business undertaken on that day.

Notice of meetings should be sent to all members at least two weeks prior to the meeting.

In the event of a debate, the JCC Administrative team will ensure that the agenda for the meeting is submitted to members a week before the meeting date. If there are previous minutes to adopt, those minutes will also be submitted to the members for perusal, at least a week before the meeting date.

The Junior Chief Whip will ensure that all members have received the agenda, with items and time allocated including the minutes of the previous meeting.

Rules

- Each member is required to sign the Solemn Affirmation at the start of the new term (attached as Annexure B);
- JCC members are to only do JCC work-related activities under the JCC name;
- JCC members and office bearers are to adhere to the Code of Conduct as well as perform the duties as detailed in Annexure A;
- JCC members are to be punctual at meetings and to come prepared, having feedback or outcomes of responsibilities given at previous meetings;
- If anyone is unable to attend meetings, submit a written apology 2-days prior to the meeting informing the JCC Co-ordinator of your absence;
- If their absence is in relation to a school event, then a written letter from the school will have to be submitted in addition to the written apology;
- Members are to ensure that their parents or guardians are informed of all activities and responsibilities relating to the JCC and the Code of Conduct;
- Members making use of transport provided by the City of Cape Town are not permitted to make use of the transport if they do not have a completed and signed (by their parents/guardians) indemnity form;
- All invitations to JCC members to attend any event should be addressed to the JCC Administrative team.

Uniform

- Junior Councillors will wear their school uniform whenever attending an official sitting. JCC members must **be neat and tidy at all times**;
- The Junior Council will endeavour to provide a golf t-shirt and document bag after three months of the start of the new term of office;
- When wearing a golf t-shirt, Junior Councillors must still look presentable and maintain a **professional look. No shorts or tracksuits will be allowed**;
- The JCC administrative team will provide guidance on uniform requirements during official sittings and excursions. Plain black shoes are required (flat shoes like pumps for females).

Duties of the Executive Committee

Mayor:

- The Mayor attends ceremonial functions, such as formal dinners, official openings of events or new facilities, talking to clubs and societies and visiting schools;
- The Mayor acts as host to distinguished visitors to the area and must always be available to receive a request for a visit;

The Mayor is responsible for furthering the interests of the City of Cape Town whenever and wherever an appropriate occasion arises;

- The Mayor takes a role similar to the facilitator and leader of a group and as such, considers what is necessary to make the group run smoothly and successfully;
- The Mayor's skills in facilitation plays a key role in ensuring the council operates smoothly and successfully;
- The Mayor can also support good governance by modelling good behaviour and ethics in fulfilling the council and community leadership roles;
- Concepts such as participation, communication, leadership, involvement, consensus, mutual respect and listening are important;
- The Mayor asks the Deputy Mayor to stand in if the Mayor is not available.

Deputy Mayor:

- The Deputy Mayor exercises the powers and performs the duties of the Mayor if the Mayor is absent or not available or if the office of the Mayor is vacant;
- Advises the Mayor.

Speaker:

- Manages and presides over all meetings and debates, and must act with authority and impartiality;
- To ensure the orderly flow of business and ensure that meetings are conducted in accordance with the rules and orders of the JCC;
- To interpret the rules impartially, to maintain order, and to defend the rights and privileges of members, including the right to freedom of speech;
- The Speaker guides the Junior Council through its deliberations by calling the items on the agenda, reading aloud the text, recognising members who wish to participate in debate and putting the questions to the Junior Council for decision.

Chief Whip:

- Maintains sound relations between all members;
- The Chief Whip or his/her nominee records the minutes of meetings;
- Determines and compiles list of speakers at meetings;
- Makes lists of unfinished business and matters that are known in advance to come up;
- Ensures that regular check-ins are done with members who have not attended meetings;
- Ensures that meeting attendance is recorded.



Annexure B

SOLEMN AFFIRMATION BY MEMBERS OF THE CAPE TOWN JUNIOR CITY COUNCIL (JCC)

I, _____ a member of the Junior Council (referred to as the JCC) undertake to:

1. Promote the vision and mission of the JCC
2. Uphold the principles of transparency, accountability, responsiveness and participation in the activities of the JCC
3. Respect diversity that arises due to socio-economic status, culture, language, religion, race and gender
4. Build a strong, dedicated and committed JCC
5. Serve the full one-year term and attend regular meetings.

Signature _____ **Date** _____