

City of San Pablo

Approved on 4/17/23

(RES 2023-045)

Youth Commission

By-Laws

The following rules are hereby adopted for the conduct of all official business of the Youth Commission of the City of San Pablo:

Mission Statement: The mission of the San Pablo Youth Commission is to advocate for community concerns through empowering youth to become leaders in their community. With youth voice and representation in city government, we aim to achieve sustainable change in our community. Coming together from our different ethnicities, ages, and schools, we are one.

I. Purpose

The purpose of the San Pablo Youth Commission is to act as a liaison between the San Pablo youth community and the City Council, to advise the City Council on youth-related issues, and to promote civic engagement among youth in San Pablo by:

- **Service Learning** by participating in volunteer opportunities
- **Professional Networking** creating alliances with other community-based organizations
- **Youth Leadership** opportunities through convening community events and activities that encourage youth voice
- **Community Engagement** by connecting youth to community issues

II. Duties of the Commission

The primary duties of the Commission shall be to:

- Represent and be an advocate for San Pablo youth
- Review municipal matters referred to it by the City Council and City Staff and report findings and recommendations
- Initiate proposals on its own motion, which may be forwarded to City Council by staff for consideration
- Organize a community engagement event with the guidance of the Staff Liaison
- Engage youth in community service activities
- Provide bi-annual updates to City Council

All inquiries should be directed to the Staff Liaison for consideration by the Youth Commission.

III. Membership

The Youth Commission shall consist of up to 25 youth between 13 and 19 years old who are appointed by the City Council.

Although the City Council gives preferences to appointing San Pablo residents to the Youth Commission, seven (7) spots on the Commission are reserved for youth who reside outside of the City limits.

Applications for the Youth Commission shall be accepted year-round. A minimum of 2 Commissioners will be asked to interview SPYC candidates, with the Staff Liaison. If the Commissioners cannot make the interview, Staff will proceed with the interview and provide notes to Commission members. Formal appointments take place at a regularly scheduled City Council meeting in the spring and fall. Appointees serve for a term of 6 months, with the option to renew term upon expiration.

All Youth Commission members will have voting rights and decisions are based on majority vote ruling of those members present.

All members have the right to speak during meetings, and to run for an Officer position.

IV. Absence and Removal of Members

The City Council has the authority to appoint or remove any member of the Commission at any time, for any or no reason, by a majority vote of the Council. (Please reference the Oath for more information.)

In addition, the Chair shall keep an attendance record. The Staff Liaison will reach out to any member when he/she has two consecutive absences. If a member has 4 consecutive meetings, the member will be notified that they are eligible for termination and the question of that person's continuance in office must be placed on the agenda for the next regular meeting of the Youth Commission. Continuation of that person's membership requires a majority vote of the members present. If the Youth Commission decides to continue that person's membership, the member will have to commit to attend the next regular meeting and the next Commission event, to eliminate themselves from termination.

V. Composition of Staff Liaison and Adult Advisors

One member of the City Staff will serve as liaison to the Youth Commission. The primary duties of the liaison shall be to:

- Foster leadership development
- Provide assistance necessary to insure the effective functioning of the group.
- Assist in the coordination of the activities of the Commission
- Connect youth to opportunities for internships, scholarships, and volunteering outside of San Pablo led events

- Work with the Commission to develop and Implement Program Goals
- Respond to youth requests
- Seek training & curriculum to support youth participation
- In consultation with the City Attorney, ensure compliance with agenda posting and other public meeting requirements.

Any adult who is not a City Staff member who wants to volunteer to actively support the Youth Commission as an advisor may file a request with City Staff. Any adult advisors appointed by staff shall have no voting power on the Commission.

VI. Officers

After each bi-annual appointment The Youth Commission shall select from its own membership a Chairperson, Vice Chairperson, Secretary, Treasurer, and Public Relations (PR) Officer, Event Coordinator, and an Assistant to the Staff Liaison by nomination and majority vote,.

Chairperson shall preside at all meetings of the Youth Commission and shall supervise the efficient and responsible operation of the Youth Commission. Additional duties include:

- sending meeting reminders
- coordinating ice-breaker activities at the end of each meeting
- introducing new members to the group

Vice Chairperson shall preside at Youth Commission meetings in the absence of the Chairperson, shall assume leadership responsibilities as determined by the Chairperson and shall assist the Chairperson in fulfilling his/her responsibilities as needed. Additional duties include:

- serving as a timekeeper during the meetings
- distributing meeting materials

Secretary shall be responsible for all communications for the Youth Commission meetings, and shall solicit and keep records of the minutes of the Commission. Additional duties include:

- proofreading a quarterly newsletter created by the SPYC
- taking notes during subcommittee meetings
- working with the Staff Liaison to learn correct language use and structure for drafting minutes

Treasurer shall be responsible for the record keeping of revenues and expenditures for the Youth Commission projects and activities. Additional duties include:

- working with the Staff Liaison to supervise budgets for events and activities
- recommending purchases to enhance the Commission activities & meetings
- suggesting options for meeting food

Public Relations Officer shall be responsible for promoting the Youth Commission. Additional duties include:

- creating a quarterly newsletter to distribute to San Pablo Youth
- taking photos at special events

- working with the Staff Liaison to make edits and recommendations for the Youth Commission webpage.

Event Coordinator: shall assist the Youth Commission in planning its regular events and activities. Additional duties include:

- assisting the Public Relations Officer with the quarterly newsletter
- assigning Commissioners' roles during events
- attending subcommittee meetings for events
- sending event reminder messages

Assistant to the Staff Liaison: shall work with the Staff Liaison to learn clerical duties for the Commission. Additional duties include:

- updating and distributing a calendar of events for Commissioners
- sending meeting reminder messages to Commissioners
- drafting script for the bi-annual presentations to Council
- assisting with the quarterly newsletter.

Officer meetings are held after each appointment by Council. These meetings serve as ways for officers to check in with the Staff Liaison, learn their duties, hold themselves accountable for their appointed position.

VIII. Subcommittees

The Youth Commission may establish temporary Subcommittees with limited advisory authority as needed to further the Commissions goals. Subcommittees may be proposed by Commissioners and established by motion, provided City Liaison in consultation with the City Attorney, agrees that the Subcommittee is the type of body that can meet without complying with Brown Act requirements.

- In consultation with the Staff Liaison, the Chair shall determine when to establish a subcommittee meeting.
- The Chair should delegate who will be in charge of the subcommittee meeting
- Subcommittee Meetings shall count towards Commission attendance
- Subcommittees shall bring forward recommendations, activities, and accomplishments to Youth Commission at regularly scheduled Youth Commission meetings.
- Subcommittees shall be disband upon completion of task as determined by the Youth Commission.
- All subcommittee members must be members of the Youth Commission. Participation in subcommittees is not limited to appointed youth commissioners. Other youth may voluntarily take part in subcommittees, but will not have voting power

IX. Meetings

The Youth Commission shall meet monthly, on the third Thursday of the month, from 5:00 p.m. to 6:00 p.m. The Youth Commission may choose not to meet, from time to time, as in its judgment may deem proper, provided that whenever any such day of meeting shall fall on a legal holiday, the regular meeting shall not be cancelled. Any items that are not discussed within the hour, may be continued until the next meeting. Commissioners have the option to gather before the meeting, from 4-5pm, for food and beverages hosted by the Youth, School & Community Partnerships Division staff.

Special meetings of the Youth Commission may be requested by the Chairperson or the Commission, or maybe called by city staff, as set forth in the Brown Act.

Youth Commission meetings shall be held at the City Council Chambers, San Pablo City Hall, 1000 Gateway Avenue or at another location within the City designated by the liaison of the Youth Commission for the good of the City.

X. Conduct of Meetings

All meetings shall be conducted under the “Rosenberg’s Rules of Order”.

XI. Quorum

A quorum is necessary for a Youth Commission meeting to be held. A majority of the appointed Youth Commission (50% of the appointed members plus one) shall constitute a quorum. In the event that there is no quorum, any discussions that are held by those assembled shall be regarded as informal and not a decision of the Youth Commission.

XII. Order of Business

The order of business which shall not be departed from, except as directed by the Chair, shall be as follows:

Suggested:

- a. Call to order
- b. Roll Call
- c. Approval and/or Correction of Minutes
- d. Public Comment on Items not on the Agenda
- e. Subcommittee and Member Reports
- f. Unfinished/Old Business
- g. New Business
- h. Suggested Topics for Next Meeting’s Agenda
- i. Announcements

j. Adjournment

k. Optional Icebreaker Activity

XIII. Amendments

a. A discussions about amendments to these bylaws may be initiated at any Youth Commission meeting with prior notification to members.

b. Recommendations of any Amendment shall require a majority of vote.

c. Upon approval of the City Council, Amendments shall take effect immediately, unless otherwise provided by City Council.