

City of San Pablo

Youth Commission

Bylaws

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 positive agents of change. Through 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:

- Creating opportunities to engage youth in community issues;
- Supporting and developing programs and events to encourage youth voice;
- Creating alliances with other youth-based organizations;
- Fostering the development of the next generation of youth leaders;
- Serving the needs of the community

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 quarterly updates to City Council

All matters that need further consideration and action by the Youth Commission shall be submitted in writing to the Youth Commission.

III. Membership

The Youth Commission shall consist of up to 20 youth between 13 and 21 years old. San Pablo residents will be given preference to membership, but five (5) spots will remain available for membership to youth who reside outside of the City limits.

Applications for the youth commission shall be accepted May 1 to 31 and November 1 to 31. Two (2) commissioners and the staff liaison to the commission, minimally, will interview the candidates for the Youth Commission. The formal appointment will take place at a regularly scheduled City Council meeting in the month of June and December. Appointees shall serve for a term of one (1) year with the option to renew term upon expiration. Appointments shall take place every six months so the one year terms are staggered.

All members will have voting rights and decisions will be based on majority vote ruling of those members present. A quorum shall be necessary to transact business; 50% plus one of the appointed members shall constitute a quorum.

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 Secretary shall keep an attendance record and inform any member by letter when he/she has two consecutive absences. When a member of the Youth Commission has missed three consecutive meetings or $\frac{1}{4}$ of the meetings, 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 quorum.

V. Composition of Staff Liaison and Adult Advisors

One member of the City Staff will serve as liaison to the Youth Commission. Such staff liaison shall assist in the coordination of the activities of the Commission, providing general advice, counsel, guidance, and staff assistance necessary to insure the effective functioning of the group.

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

VI. Officers

The Youth Commission shall in August of each year, select from their own membership a Chairperson, Vice Chairperson, Secretary, Treasurer, and Public Relations (PR) Officer by nomination and majority vote.

Chairperson shall preside at all meetings of the Youth Commission and shall appoint standing or special committees as may be necessary to carry out the Youth Commission's business, and shall supervise the efficient and responsible operation of the Youth Commission.

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.

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

Treasurer shall be responsible for the record keeping of revenues and expenditures for the Youth Commission projects and activities and shall report to the Youth Commission quarterly on the Youth Commission account.

Public Relations Officer shall be responsible for promoting the Youth Commission by creating a monthly newsletter to distribute to San Pablo Youth, shall take photos at special events, and shall maintain the Youth Commission webpage in partnership with the Staff Liaison.

VIII. Subcommittees

The Youth Commission shall establish Subcommittees as needed to further its goals. Subcommittees may be proposed by Commissioners and established by consensus. .

- a. A Youth Commissioner shall chair each established Subcommittee and will be responsible for coordinating and leading Subcommittee meetings.
- b. Subcommittees shall report on activities and accomplishments at regularly scheduled meetings.
- c. Subcommittees may disband upon completion of task as determined by the Youth Commission.
- d. Participation in subcommittees is not limited to youth commissioners. Other youth may voluntarily take part in subcommittees, but will not have voting power.

IX. Meetings

The Youth Commission shall meet bi-monthly on the first and third Thursday of the month at 5:00 p.m. and shall adjourn from time to time as in their judgment may deem proper, provided that whenever any such day of meeting shall fall on a legal holiday, the regular meeting shall not be held on that day.

Special meetings of the Youth Commission may be called by the Chairperson or the Commission as set forth in the Brown Act.

Youth Commission meetings shall be held at the Civic Center, One Alvarado Square, San Pablo or at a location 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 “Roberts Rules of Order”.

XI. Quorum

A quorum is necessary for a Youth Commission meeting to be held. A majority of the appointed Youth Commission shall constitute a quorum. In the event that there is no quorum, any discussions which are held by those assembled shall be regarded as informal and nonbinding.

XII. Order of Business

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

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

XIII. Amendments

- a. 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 a quorum vote.
- c. Upon approval of the City Council, Amendments shall take effect immediately, unless otherwise stipulated in the Amendment.