

# City of San Pablo

## 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. San Pablo residents will be given preference to membership, but seven (7) spots will remain available for membership to 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. The formal appointment will take place at a regularly scheduled City Council meeting in the spring and fall. Appointees shall serve for a term of 6 months, with the option to renew term upon expiration.

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.

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 Commissioners 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 quorum. 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 the SPYC 2.0 Design Program Goals
- Respond to youth requests
- Seek training & curriculum to support youth participation

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 select from their 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, after each bi-annual appointment.

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
- recommend purchases to enhance the Commission activities & meetings
- suggest options for meeting food

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

- by creating a quarterly newsletter to distribute to San Pablo Youth
- take photos at special events
- work with the Staff Liaison to make edits and recommendations for the Youth Commission webpage.

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

- assist the Public Relations Officer with the quarterly newsletter
- assign Commissioners' roles during events
- attend subcommittee meetings for events
- send event reminder messages

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

- update and distribute a calendar of events for Commissioners
- send meeting reminder messages to Commissioners
- draft agenda for the upcoming meetings
- assist with the quarterly newsletter.

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

## **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. The Chair shall determine when to establish a subcommittee meeting.
- b. The Chair should delegate who will be in charge of the subcommittee meeting
- c. Subcommittee Meetings shall count towards Commission attendance
- d. Subcommittees shall report on activities and accomplishments at regularly scheduled meetings.
- e. Subcommittees may disband upon completion of task as determined by the Youth Commission.
- f. 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 bi-monthly, on the first and third Thursday of the month, at 5:00 p.m. The Youth Commission may choose not to meet, 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. Commissioners have the

option to gather before the meeting, from 4-5pm, for food and beverages hosted in the Youth, School & Community Partnerships Division office. The regular meeting shall occur from 5-6pm. Any items that are not discussed within the hour, can be continued until the next meeting.

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:

### **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. Amendments to these by-laws 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.