

BYLAWS OF THE
Youth Advisory Commission
CITY OF TRACY, CALIFORNIA

WHEREAS, the City Council has established a Youth Advisory Commission for the purpose of providing opportunities for youth to lead and plan recreation and community service activities, with emphasis on youth development, to enhance leadership skills and self esteem of people, ages 12 to 18 years; and

WHEREAS, the Youth Advisory Commission is advisory to the City Council, Parks and Community Services Commission, , and staff on matters relating to the welfare of youth in Tracy.

NOW, THEREFORE, these Bylaws govern the conduct of the meetings and the transaction of its affairs.

A. PURPOSE

The purpose of the Youth Advisory Commission is to provide youth with an opportunity to make a positive impact in their communities.

B. ROLE AND RESPONSIBILITIES

The role of the Youth Advisory Commission is to foster increased involvement of youth in the affairs of municipal government. The responsibilities of the Youth Advisory Commission are to:

1. Study problems, issues, activities, and concerns of youth, especially as they relate to municipal programs and projects of the City of Tracy.
2. Hold forums on health, safety, recreation, employment and school issues and concerns of youth.
3. Make recommendations to Parks and Community Services Department regarding the planning and implementation of the programs.
4. Participate in Youth Advisory Commission Activities.

C. MEMBERSHIP GUIDELINES

1. Membership

a. Youth

- i. The Youth Advisory Commission shall consist of a minimum of 8 members and a maximum of 14; to include two representatives from each high school in the Tracy area.
- ii. Youth Commissioners shall be, ages 14 to 18 years and/or attending a school in grades 9-12.
- iii. The youth may reside within the jurisdiction of any school district within the *City's Urban Management Plan Area*.

b. Adult

- i. The Youth Advisory Commission shall include a maximum of three (3) non-voting adult commissioners.

- ii. The adult commissioners shall reside within the jurisdiction of any school district with the *City's Urban Management Plan Area, consisting of:*
 1. One (1) Commissioner who is a member of the School District.
 2. Two (2) Commissioners who are community members who desire to work with youth.
2. Term.
 - a. Each member shall serve a 2- year term.
3. Attendance. If a member of the Parks and Community Services Commission fails to attend four regular meetings in any calendar year, his or her position on the Parks and Community Services Commission shall automatically become vacant and the staff liaison shall so inform the City Clerk. Absences may not be excused; however, a commissioner may request a leave of absence as outlined in these Bylaws. For quorum confirmation, a member who is unable to attend a meeting shall inform the staff liaison designated by the relevant City Department at least 48 hours before the next meeting.
4. Leave of Absence. A Youth Advisory Commission member may submit a written request to the City Council, for a leave of absence of up to six-months, which may be approved in its discretion.
5. Appointment. An interview process will be conducted in May by a panel of (3) members. One (1) member from the Parks and Community Services staff; One (1) Adult Advisor and One (1) Parks and Community Services Commissioner. The panel shall make recommendations for appointment to the City Council to be considered annually in June. Additional interviews may be conducted through out the year to fill vacant positions when they become available.

D. QUORUM

A quorum of the Youth Advisory Commission shall consist of a majority of the members appointed. A quorum must be present in order for the Youth Advisory Commission to hold a meeting.

E. OFFICERS AND DUTIES

1. The officers of the Youth Advisory Commission shall be:
 - a. The Chairperson and
 - b. The Vice-Chairperson.
2. The Chairperson shall:
 - a. Preside at all regular and special meetings.
 - b. Rule on all points of order and procedure during the meetings.
 - c. Provide recommendations to staff liaison regarding agenda items.
3. The Vice Chairperson shall assume all duties of the Chairperson in his or her absence or disability.

4. In case of the absence of both the Chairperson and Vice Chairperson from any meeting, an Acting Chairperson shall be elected from among the members present.

F. TERMS AND VACANCIES

The officers will be selected by the membership for a one-year term. The annual election of officers shall take place at the last regular meeting in July of each year. The terms of officers shall commence as of August 1st following the election and shall continue through July 30th of the following year. In the first year of formation, the election of officers shall take place at the first regular meeting.

G. MEETINGS

1. Regular meetings of the Youth Advisory Commission shall be held on the 2nd Wednesday of each month and shall begin at 6:00pm.
2. If the scheduled date of a regular meeting conflicts with a holiday period, staff shall reschedule that meeting to be conducted within that month.
3. Any regular meeting may be adjourned, or any item on the agenda continued to the next or any subsequent regular meeting of the Youth Advisory Commission by a majority of the quorum. If a meeting is adjourned or an item is continued to a special meeting to be held on a date other than a regular meeting date, the time, place, and date of such special meeting shall be specified in the motion for adjournment or continuance.
4. All meetings are subject to the Brown Act as set forth in Government Code sections 54950 and following. Accordingly, all meetings shall be noticed and agendas for all meetings shall be prepared and posted in accordance with the current City Council meeting procedures.
5. All meetings shall be conducted in accordance with the current City Council meeting procedures.
6. All agendas shall be prepared and distributed in accordance with City Council meeting procedures and the Brown Act.

H. FUNDING

Any funding necessary for operation of the Youth Advisory Commission shall be included in the City of Tracy budget, which shall be approved by the City Council.

I. ADMINISTRATIVE PROCEDURES AND POLICIES

City Boards and Commissions shall follow all applicable City fiscal administrative policies and procedures.

J. SUBCOMMITTEES

The Youth Advisory Commission may form ad hoc subcommittees in accordance with the Brown Act, and make appointments to that subcommittee, as it deems necessary. If a proposed subcommittee will consist of Commission members, a quorum of Commission members may not be appointed to serve on a subcommittee. Before forming a subcommittee, the Youth Advisory Commission shall establish a specific charge and term

for the subcommittee. Membership in subcommittees may include non-commission members.

K. STAFF LIAISON

The Youth Advisory Commission shall have a staff liaison designated by the relevant City Department. The staff liaison shall:

1. Receive and record all exhibits, petitions, documents, or other material presented to the Commission in support of, or in opposition to, any question before the Commission.
2. Sign all meetings minutes and resolutions upon approval.
3. Prepare and distribute agendas and agenda packets.

L. ADOPTION

This document, as adopted and amended by City Council resolution, shall serve as the Bylaws for the Youth Advisory Commission.