

# **EL DORADO COUNTY YOUTH COMMISSION BYLAWS**

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## **Section I - NAME AND AUTHORIZATION**

The Youth Commission of El Dorado County shall be under the jurisdiction of the Board of Supervisors and the El Dorado County Office of Education, and shall advise the Board of Supervisors on issues relating to youth and children. This Commission is hereby known as the Youth Commission.

## **Section II – PURPOSE & DUTIES**

The purpose of the Youth Commission is to collect all information relevant to advising the Board of Supervisors on the effects of legislative policies, needs, assessments, priorities, programs, and budgets concerning the children and the youth of El Dorado County. The Board of Supervisors may direct issues to the Youth Commission for comment and recommendation. The Youth Commission has 12 days to respond to such referral.

The Youth Commission shall have the following duties, as outlined in the Resolution:

- 1) Identify the concerns and needs of the children and youth of El Dorado County. Examine existing social, economic, educational, and recreational programs for children and youth. Develop and propose plans that support or improve such

programs, and make recommendations to the Board of Supervisors through their Board Liaison or their appointing Board member.

- 2) Identify the unmet needs of El Dorado County children and youth through personal contact with these young people, school officials, church leaders, and others. Hold public forums in which both youth and adults are encouraged to participate.
- 3) Elicit the interest, support and mutual cooperation of private groups and Countywide neighborhood planning collaborative efforts for children, youth and families that initiate and sponsor recommendations that address the social economic, educational, and recreational needs of children and youth in El Dorado County. Advise the Board of Supervisors about how such recommendations could be coordinated in the community to eliminate duplication in cost and effort.
- 4) Advise about available sources of governmental and private funding for youth programs.
- 5) Submit recommendations to the Board of Supervisors about juvenile crime prevention, job opportunities for youth, recreational activities for teenagers, opportunities for effective participation by youth in the governmental process, and changes in county regulations that are necessary to improve the social, economic, educational, and recreational advantages of children and youth.
- 6) Respond to requests for comment and recommendation on matters referred to the Youth Commission by officers, departments, agencies, boards, commissions, and advisory committees of the of the county.
- 7) Report to the Board of Supervisors the activities, goals and accomplishments of the Commission by June 2005, and by June of each calendar year thereafter. The Chair, or the next standing Officer, of the Youth Commission shall present the Youth Commission's activities, goals, and accomplishments of the past year to the full Board of Supervisors at the end of the Commission term. The address will be filed by the Youth Commission office and will be included as the opening section of the Youth Commission's published annual report.

### **Section III – MEMBERSHIP**

- A) The Youth Commission ~~shall~~may consist of up to eleven (11), but not less than five (5) voting members, each of whom shall be between entering the eighth grade and at least 12 years of age, and entering the twelfth grade of school at the time of appointment of the Youth Commission. School is defined herein to mean a California recognized education system which includes, but is not limited to, public, private or home school programs.
- 1) Each member of the Board of Supervisors ~~shall~~may appoint up to two (2) members of the Youth Commission. The Supervisor who has been appointed as the board's Liaison to the Youth Commission shall appoint one (1) additional member to the Youth Commission for a total of three (3) appointments to the Youth Commission. The El Dorado County Clerk of the Board of Supervisors shall appoint the Clerk of the Commission.
  - 2) Youth Commission applications are accepted during the months of May through August. In September a panel will be convened including Youth Commission Executive Committee, an EDCOE representative and a County representative to screen all incoming applications and set up interviews for those applicants invited for an interview. Once the interview process has been completed, a list of eligible applicants will be forwarded to the Board of Supervisors for appointment. The panel may include their notes to the Board to inform the Supervisors on information that could help them determine their appointments.
  - 3) All appointments shall be completed by ~~September-October~~ 30<sup>th</sup> each year and Youth Commission members shall serve at the pleasure of their appointing authorities.
- B) A member who wishes to resign from the Youth Commission is required to submit a resignation letter to his/her appointing Supervisor. The Commission requests that the member then submit a copy of this letter to the Operations Officer.
- C) Vacancies – In the event of a vacancy on the Youth Commission, the Operations Officer shall inform the appointing Supervisor that the Youth Commission would like to review applications and make recommendations to the Supervisor to fill the vacancy. Persons applying at the beginning of the Youth Commissioner selection process will be included in the selection process.

## **Section IV – OFFICERS**

A) The Youth Commission shall consist of the following Officers:

- 1) Chairperson
- 2) Vice-Chair / Operations Officer
- 3) Government Affairs Officer
- 4) Community Affairs Officer
- 5) Treasurer

B) Duties of the Officers

- 1) The Chairperson shall:
  - i. Facilitate Youth Commission and Executive committee meetings;
  - ii. Be fair;
  - iii. Motivate and encourage active participation by all Youth Commissioners at meetings and in projects;
  - iv. Uphold and enforce bylaws;
  - v. Meet with the advisor weekly to check in and discuss Youth Commission business;
  - vi. Be the spokesperson of the Youth Commission;
  - vii. Review the agenda for Youth Commission meetings;
  - viii. Be responsible in assigning tasks not under the jurisdiction of other officers.

***Recommended Skills:** Public speaking skills, leadership skills, group facilitation skills, able to ensure participation of members at meetings and in projects, motivational skills, and inclusive (prefer flexible schedule with free hours during the day).*

- 2) The Vice Chair/Operations Officer shall:
  - i. If the Chairperson is not present, facilitate Youth Commission and Executive Committee meetings;
  - ii. Ensure committees and liaisons are fulfilling their duties and responsibilities;
  - iii. Mediate all internal conflicts (Youth Commissioner-Youth Commissioner; Youth Commissioner-Staff); point person for grievances pertaining to staff or Commissioners.
    1. In the event that a grievance is against the Vice Chair/Operations Officer, the Chairperson will mediate;

- iv. Monitor attendance and report delinquent Youth Commissioners to Executive Youth Committee;
- v. Coordinate making recommendation of a Youth Commission candidate to appointing authority in the event of a vacancy;
- vi. Oversee all administrative functions on behalf of the Youth Commission;
- vii. Coordinate social/training events with the assistance of staff.

***Recommended Skills:*** *Organizational skills; ability to work well with people and encourage them, facilitation/conflict mediation skills, ability to relate well to different groups of people.*

3) The Government Affairs Officer shall:

- i. Serve as the point person on receiving, monitoring, and reporting pending legislation to the Youth Commission;
- ii. Ensure Youth Commissioners build relationships with Board of Supervisors by meeting about upcoming legislation;
- iii. Check (via phone or at Youth Commission meetings) to make sure Youth Commissioners are meeting with appointing authority regarding pending legislation;
- iv. Solicit interest and participation of Youth Commissioners in writing and getting support for legislation;
- v. Advise committees on drafting legislation before it goes to the County Counsel's office;
- vi. Serve as a liaison to the Deputy County Counsel;
- vii. Attend Board of Supervisors meetings, if possible.

***Recommended Skills:*** *Interest in legislation and policy, leadership skills, public speaking skills, organizational skills, facilitation skills, quick learner, able to teach and engage as many Youth Commissioners as possible, (prefer flexible schedule with free hours during the day).*

4) The Community Affairs Officer shall:

- i. ~~Co-ordinate~~Coordinate ~~(with Media and Public Relations Officer)~~ media, public relations, outreach and educational material on behalf of the Youth Commission;
- ii. Working with staff, develop an annual outreach plan and media strategy for the Youth Commission;
- iii. Present plan for approval to Youth Commission presentations at schools, agencies, and events.

- iv. Coordinate Community Meetings and Youth Commission presentations at schools, agencies, and events;
- v. Working with the Government Affairs Officer, coordinate Youth Commissioner testimony at legislative hearings
- vi. Coordinate Youth Commission Newsletters.
- ~~vii.~~ Coordinate the production of the Annual Report

***Recommended Skills:*** *Organizational skills, strong people skills, written and verbal and communication skills, outgoing, dependable, public speaking skills, ability to relate to different groups of people, strong familiarity with El Dorado County.*

~~5) The Media and Public Relations Officer shall:~~

- ~~i. Co-ordinate (with Community Affairs Officer) media, public relations, outreach and educational material on behalf of the Youth Commission;~~
- ~~ii. Coordinate Youth Commission newsletter;~~
- ~~iii. Working with staff, develop media strategy for the Youth Commission.~~
- ~~iv. This strategy might include press releases, press kits for the media and public, and maintain a web page;~~
- ~~v. Coordinate the production of the Annual Report.~~

~~***Recommended Skills:*** *Organizational skills, writing skills, public speaking skills, experiences with media or willingness to learn, dependable.*~~

5) The Treasurer shall:

- i. Maintain and monitor the financial records and activities related to the Youth Commission;
- ii. Work with appropriate El Dorado County Office of Education accounting staff to facilitate financial transactions related to the Youth Commission;
- iii. Facilitate a bi-monthly financial report to the Youth Commission at a regular meeting.

## C) Executive Committee

The Executive Committee shall be comprised of the Chairperson, Vice Chair/Operations Officer and the Treasurer.

- 1) Executive Committee responsibilities:

- i. Create, determine size and select members of the committees, if necessary, and remove members if needed to review issues and advise the full Youth Commission.
- ii. Call special meetings on behalf of the Youth Commission.
- iii. Advise the Youth Commission during emergency or extenuating circumstances on action to take. In the event that the Youth Commission does not have a regularly scheduled meeting in the time to advise the Board of Supervisors on legislation that has been referred to them for review by committee; the Executive Committee may advise the Board of Supervisors of the position it will recommend to the full Youth Commission. The legislation shall then be placed on the next Youth Commission meeting's agenda to permit the Youth Commission to determine its recommendations.
- iv. Investigate all improper behavior or bylaw infractions by Youth Commissioners and make recommendations for action to the full Youth Commission.
- v. Monitor Youth Commission attendance, make recommendations regarding authorizing absences, and review and make recommendations to the full Commission regarding any member's request for leave of absence.
- vi. Review the Youth Commission budget.
- vii. Discuss and finalize Commission agendas.
- viii. The Executive Committee must make recommendations on applicants to the Youth Commission in occurrence of a vacancy and in the absence of the Vice Chair/Operations Officer. The Committee will then present such recommendations to the full Youth Commission for approval of a recommendation to appointing Supervisor

## 2) Jurisdiction of the Executive Committee

- i. Only Executive Committee members are allowed to vote on Executive Committee business.
- ii. Any unsolvable concerns of the Executive Committee shall be cast to the full Youth Commission for resolution.
- iii. The full Youth Commission has the power to override or veto any decision made by the Executive Committee by majority vote.

## 3) Youth Commission Environment

- i. The Youth Commission shall encourage and protect an egalitarian environment. This includes providing leadership roles and opportunities for all fellow Youth Commissioners.

4) Transfer from Current Term to New Term

- i. The Chairperson will be appointed to the Youth Commission through an open election against all qualified candidates and will be appointed by the last meeting in the Youth Commission Year.
- ii. If a Chairperson isn't appointed by the end of the term, the new Chairperson will be appointed at the beginning of the new term.
- iii. All other officers will be appointed at the beginning of the new term.

The Executive Committee must make recommendations on applicants to the Youth Commission in the occurrence of a vacancy. The Committee will present their recommendations to the full Youth Commission for approval of a recommendation by the appointing Supervisor.



## **D) Terms and Vacancies**

- 1) The Elected officials shall serve one-year terms, following the calendar terms of the full Youth Commission.
- 2) No Youth Commissioner shall run for more than one officer position at the same time.
- 3) No officer shall hold more than one officers' position at the same time.
- 4) No officer shall hold the same position for more than two (2) consecutive terms.
- 5) An officer may be removed from office by a 2/3 vote by the full Youth Commission for any reason deemed necessary.
- 6) Vacancies shall be filled for the remainder of the unexpired term in a manner similar to that which the member was initially elected.
- 7) Members may nominate themselves for an office or have someone else nominate them, providing the person accepts the nomination. Elections will happen in writing and results will be announced to the public. If there are more than two candidates and neither receives more than 50% of the votes, a run-off will be held. The person with the majority vote in the run-off shall be elected to the office.

## **Section V – MEETINGS AND PROCEDURES**

### **A. Regular Meetings**

- 1) The Youth Commission will meet bi-monthly. Meeting dates and times to be determined by the El Dorado County Office of Education's assigned Youth Commission advisor and sitting Commissioners.~~on the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Tuesday of every month, unless this falls on a holiday, in which case the Youth Commission chooses an alternate date.~~
- 2) The Youth Commission must meet at least once per month.

### **B. Special Meetings**

- 1) Under the Brown Act, the Chairperson or a majority of the Youth Commission have the power to call a special meeting of the Youth Commission. In addition, the Executive Committee shall also have the power to call a special meeting of the Youth Commission, if a minimum of three Executive Committee members vote to do so.
- 2) For a special meeting or workshop, an agenda and 7224 hours notice to the public must be provided.
- 3) ~~Seven member of the~~A quorum of the Youth Commission must be present in order to conduct business.

### **C. Quorum and Voting Procedure –**

- 1) The presence of ~~seven~~a majority of Youth Commissioners shall constitute a quorum for all proposes.
- 2) The affirmative vote of a majority of the members present shall be required for the approval on any matter.

### **D. Setting the Agenda**

- 1) The Chairperson and members of the Executive Committee can place new items on the agenda for the next Youth Commission meeting in between Youth Commission meetings.
- 2) Any Youth Commission member is free to propose agenda items.

### **E. Public Comments**

- 1) The Youth Commission and all committees of the Youth Commission shall hold meetings open to the public in full compliance with state and local laws. The Youth Commission encourages the participation of interested persons.
- 2) The Chair may limit time permitted for public comment consistent with state and local law.

- 3) Each person wishing to speak on an item before the Youth Commission at a regular or special meeting shall be permitted to be heard once for up to three minutes.

## **Section VI – ATTENDANCE**

### **A. Automatic Resignation of Members**

- 1) Members are reminded not to abuse the attendance policy and that absences or lateness might result in automatic resignation from the Youth Commission as described below:

### **B. Attendance**

- 1) Under the Resolution, any member whom the Youth Commission certifies to have missed three (3) regularly scheduled meetings of the full Youth Commission during anytime throughout the year without authorization of the Youth Commission shall be deemed to have resigned from the Youth Commission. The Youth Commission shall not authorize any absences in excess of three (3) regularly scheduled meetings.
- 2) If any member has missed three (3) full Youth Commission meetings without authorization, the Operations Officer shall calendar for the Youth Commission's consideration at its next meeting whether to certify to the Clerk of the Board that the absent member has missed three (3) Youth Commission meetings without authorization.
- 3) In regards to regularly scheduled committee meetings, the Youth Commission shall notify the appointing officer of any member whom the Youth Commission certifies to have missed three (3) regularly scheduled meetings without the authorization of the Youth Commission.
- 4) To authorize an absence prior to a scheduled Youth Commission or Committee meeting, the member seeking authorization must leave a message on the voice mail at the Youth Commission office or with Youth Commission staff at least twenty-four (24) hours in advance. The full Youth Commission/Committee will vote on the authorization of the absence if it becomes debatable at its scheduled meeting.
- 5) To authorize an absence after the scheduled Youth Commission or Committee meeting, the member seeking authorization must inform the Youth Commission Chair as to the general reason for his or her absence within two (2) weeks after the missed meeting unless the member can show undue hardship in contacting the staff within that period. The Executive Committee will then render their decision and notify the Commission at the following meeting.

**C. Extended Leave of Absence**

- 1) The leave of absence must be approved by the full Youth Commission. Only one (1) leave of absence is permitted per Youth Commission term, except for in emergencies approved by the full Youth Commission.

**D. Scheduled Training and Retreats:**

- 1) There are scheduled trainings, including the orientation retreat and the annual mid-year retreat, that are scheduled before a Youth Commissioner is appointed. Youth Commissioners are well notified of these meetings, and therefore are required to attend them.
- 2) All regular bylaws that apply to full Commission meetings will apply to these meetings. For example: If a retreat/training is more than one (1) day, each day missed will count as one (1) absence. Tardy policies do not apply.

**Section VIII – YOUTH COMMISSION ROLE**

Youth Commission staff responsibilities are to facilitate the Youth Commission and to support ongoing projects sponsored by Youth Commissioners. At the beginning of each year, the Youth Commission will review and update the exceptions of staff members. This document, Attachment A, will be filed with the current bylaws.

**Section IX – AMENDMENTS**

- A. The Commission can create, repeal, amend, or reword bylaws with a majority vote of the full Youth Commission. Changes made to the bylaws must be placed on the agenda and be noticed at least ten (10) days prior to adoption, and must have prior approval and consent by the Board of Supervisors.
- B. A record of all changes of any kind of the bylaws must be documented. The exact change must be recorded and have the Chairperson’s and Operations Officer’s signatures, the date, and amendments reflected, must be maintained by Commission staff.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Operations Officer

\_\_\_\_\_  
Lisa Boyle, Advisor

\_\_\_\_\_  
Date