

# City of South San Francisco

## Youth Commission Bylaws

### **ARTICLE I**

#### **Purpose**

- A. *Establishment:* The Youth Commission (hereinafter called the “Commission”) was established by an ordinance (Chapter 2.83 of Title 2 of the South San Francisco Municipal Code) passed by the City Council on July 14, 2021. The Commission aims to uplift the voices of the youth of the City of South San Francisco.
- B. *Mission:* The South San Francisco Youth Commission is tasked with the duty of advising the City Council on issues affecting the youth. In doing so, the Commission works towards bridging the gap between the youth and their government. The Commission shall address issues such as social justice, climate and sustainability, transportation, housing, and mental health. The Commission seeks to educate, encourage, and empower the youth of our city to better engage in and understand their local government.

### **ARTICLE II**

#### **Composition**

- A. *Membership:* Any resident of the City of South San Francisco or student of South San Francisco Unified School District school, who is between the ages of 14 and 22 is eligible to be appointed to the Commission. Each member is appointed by a majority vote of the City Council.
- B. *Terms:* Per the ordinance that established the Commission (Chapter 2.83 of Title 2 of the South San Francisco Municipal Code) the initial term of members of the Commission shall be one year. After members of the Commission have served for one year, they may each be reappointed for a term of two years.
- C. *Staff Liaison:* The Commission will be staffed by the City Manager’s Office.

## ARTICLE III

### Meetings

- A. *Regular Meetings*: In order to conduct its business, the Commission shall regularly meet on the first Monday of every month, unless this falls on a holiday, in which case the Commission shall meet on the Monday following that holiday.
- B. *Special Meetings*: Under the Ralph M. Brown Act, the Chairperson or a majority of the Commission have the power to call a special meeting of the Commission. For a special meeting, an agenda and 72 hours notice to the public must be provided, and all Meeting Procedures and Rules of Order below apply.
- C. *Quorum*: The following rules hereby govern the Commission's quorum and voting procedure at Commission meetings:
  - a. Quorum shall consist of a majority of the Commission's duly sworn members.
  - b. Quorum is needed to begin a Commission meeting and to pass any motion, unless otherwise noted.
  - c. Abstentions are only permitted if there is a clear conflict of interest or if the particular motion refers to a matter a Commissioner would not be in position to be knowledgeable of (e.g., the approval of minutes from a meeting they did not attend).
- D. *Rules of Order*: In general, the Commission shall conduct its meetings by employing the parliamentary procedure known as Rosenberg's Rules of Order.
- E. *Agendas and Minutes*: Any commissioner or members of the public are encouraged to request that items be added to the agenda. The Chairperson and City Staff shall meet at least the week prior to each Commission meeting in order to approve the agenda for each upcoming meeting. Agendas shall be posted (on the Commission's website, in City Hall, the Municipal Services Building, the South San Francisco Public Library, and posted on the Commission's social media accounts) no less than 72 hours before each meeting and draft minutes shall be posted no more than two business days after the conclusion of the meeting in question.

## ARTICLE IV

### Attendance, Resignation, and Compensation

- A. *Attendance:* After a Commissioner is absent for two meetings within a 12 month period, the Mayor may send a written communication to said Commissioner and upon receipt of the Mayor's letter following a second absence, the commission member will have the opportunity to respond to the Mayor's letter to explain the reason for the absences. The Mayor will then report to the City Council regarding the absences. The City Council will then determine whether the absences were excused or if the Commissioner's removal is warranted.
- B. *Tardiness:* A Commissioner arriving late to a meeting, but arriving within 15 minutes of when quorum is called, will be marked tardy. Every two tardies will be equated to one absence.
- C. *Authorized absences:* To authorize an absence, a Commissioner must inform Commission staff and the Chair as early as possible of their upcoming absence, no more than 72 hours before the impending absence, and shall disclose to the Chairperson and Staff a baseline excuse as to why said commissioner can't attend. If there are any extraordinary circumstances that would preclude a 72 hour notice, the Chair may consider on a case by case basis if said situation merits a motion to authorize said absence. At the beginning of each full commission meeting, during the call to order and roll call for attendance, the Chair may invite motions to authorize the absence of an absent commissioner who provided sufficient advance notice. The full Commission shall have the authority to authorize an upcoming absence by simple majority vote. The Commission shall not have the power to authorize more than 3 absences per member per term. For an absence to be authorized, it must be approved by a majority of the commission, any other absence is not authorized.
- D. *Resignation:* Any commissioner wishing to resign must do so by informing the City Clerk. After a resignation has been submitted, said person forfeits their rights, duties, and responsibilities as a Commissioner. Copies of the writ of resignation shall be distributed to the City Council, City Manager, and Staff Liaison.
- E. *Compensation:* Upon attendance of each regularly scheduled meeting, each Commissioner shall receive a stipend of \$100.00. Stipends are not given for attendance of special meetings or meetings of a subcommittee.

**ARTICLE V**  
**Office Positions**

A. *Names & General Purpose of Executive Officers:* In order to aid in the conduct, efficiency, productivity, and joy of the Commission's work of fulfilling its purpose and duties, the Commission shall have the following elected officers: one Chairperson and one Vice Chairperson. The purpose of these positions is to aid in the work of the Commission—and not to advance the personal interests, positions and desires of the individuals elected to serve in these positions. In other words: officers serve the entire Commission—and not the other way around.

a. The Chairperson shall:

- i. Facilitate Commission meetings by upholding and enforcing the Commission's Rules of Order and these Bylaws;
- ii. Motivate and encourage the active and engaged participation of all Commissioners (and members of the public) at meetings by being fair, encouraging, and positive and by resisting expressing their own opinion on an item until the end of discussion;
- iii. Meet with Commission staff regularly to discuss Commission business;
- iv. Be the spokesperson for the Commission, coordinate community outreach and educational materials, commissioner testimony at legislative hearings, and media and public relations;
- v. Review the agenda for each Commission meeting in person with staff and the Vice Chairperson;
- vi. Schedule or cancel Commission meetings; and

b. The Vice Chairperson shall:

- i. Facilitate Commission meetings if the Chair is not present;
- ii. Review the agenda for each Commission meeting by meeting with staff and the Chairperson; and
- iii. Coordinate Commission forums and Commission presentations at schools, City departments, community agencies, and events
- iv. Shall put together and present the annual report to the City Council on the activities, goals, and accomplishments of the Commission

c. The Secretary shall:

- i. The Secretary of the Commission shall ensure the preparation and maintenance of minutes of the business conducted and actions taken by the Commission.
- B. *Executive Officer Time Commitments and Accountability:* In order for Executive Officers to be accountable to the entire Commission, the executive officers shall prepare a brief report of its activities to be shared at each regular Commission meeting. Commissioners are encouraged to ask questions and refer to these Bylaws in order to keep officers accountable for their work. Executive officers are expected to have a flexible schedule with free time during the day in order to conduct all said duties.
- C. *Removal:* Any Executive Officer may be removed from any position at any full Commission meeting by a 2/3 supermajority vote of the Commission, provided that the item has been duly noticed.
- D. *Separation of Powers:* No Commissioner shall serve in more than one Executive Officer position at a time, and no executive officer can simultaneously hold a role as a chair of an issue-based committee
- E. *Elections:* Per the Ordinance establishing the Commission (Chapter 2.83 of Title 2 of the South San Francisco Municipal Code), the election of officers shall be conducted at the first Commission meeting of each school year. Commissioners may nominate themselves or another Commissioner for any officer position. Commissioners nominated by others are allowed to decline nominations. After all the nominations are made, each Commissioner who has accepted a nomination of the position-in-question will have two minutes to share a statement regarding why she or he would like to be elected to said position. After each Commissioner has made this statement of up to two minutes, their colleagues may ask questions (of up to 60 seconds each) of each Commissioner running for a position, who will have up to 60 seconds to respond. Each Commissioner is limited to one question of each candidate for office. After the question-and-answer session has concluded, by roll call vote, officers shall be elected. If no candidate attains a majority vote, the candidate with the lowest number of votes shall be eliminated and there will be another roll call vote. This process shall repeat itself until each officer position is filled.

## **ARTICLE VI**

### **Standing Issue Based Subcommittees**

- A. *Names & General Purpose of Committees*: Subcommittees exist in order to aid in the conduct, efficiency, productivity and joy of the Commission's work of fulfilling its mandated purpose and duties. The Commission shall have up to 4 standing issue-based committees formed on the basis of the respective interests and common availability of commissioners. Each commissioner is expected to serve as a regular member of one standing issue-based committee each term and attend all regularly scheduled meetings. Commissioners may additionally opt to join meetings of other standing issue-based committees.
- B. *Composition*: Each Subcommittee shall elect its own Chairperson and Vice Chairperson who shall plan and facilitate their respective meetings.
- C. *Ad Hoc Subcommittees*: the Chair or any members of the Commission so long as they do not form a quorum may establish a temporary ad hoc committee to discuss any issue that will reinforce the standing subcommittees or any issue not covered by said standing subcommittees.

## **ARTICLE VII**

### **Commission Values and Code of Conduct**

- A. *Commission Values*: The work of the entire Commission is guided by belief in the following core values:
  - a. Bridging the gap between youth and government;
  - b. The best work is done in a manner that is respectful, inclusive and honest;
  - c. A better world for all young people is possible;
  - d. Belief in working towards a world that supports the safety, well being and positive enrichment of all young people;
  - e. Belief in working towards a world where safety and justice, adequate housing, sufficient health care, and quality education, and sound mental health are the right of all young people;
  - f. Belief in working towards a world that is all inclusive, equitable, diverse, loving, and kind; and
  - g. The Commission believes that young people have the knowledge and power necessary to create the world described above, and believes that our role as the voice of young people in South San Francisco is to respectfully represent our communities to the best of our abilities. By acknowledging that current systems in place do not serve all of us and by amplifying youth voices and advocating for

one another, we as a body can shift conversations and dynamics for how communities can live and thrive. Actively and compassionately unlearning biased, harmful and negative ideologies we've been taught will better help our *communities and one another*.

- B. *Code of Conduct*: Commissioners will exercise mutual respect and professionalism during commission and committee meetings, in the exercise of all City business, and at all times while publicly representing the Commission. This includes maintaining a respectful approach to debate and disagreement, and seeking to proactively resolve conflicts through the exercise of open and respectful feedback.

## **ARTICLE VIII**

### **Legislation**

A. *Types of Legislation*:

- a. *Reports to the City Council*: Reports to the City Council are official responses to pieces of legislation or potential policy referred from the City Council. The substance and content of these Reports are developed through conversation, on the public record, at Commission meetings where the Commission takes a position on a piece of legislation or policy referred. Except for extraordinary situations, Reports to the City Council shall only be considered once by the Commission before being adopted.
- b. *Action Items*: Action Items consist of written communications that suggest a change in policy or administrative practice, or formally support a campaign, organization or event. This can take the form of resolutions, motions, endorsements, policy reports or statements. Resolutions shall normally be considered twice by the full Commission before being adopted. In extraordinary situations, the Commission may by simple majority vote motion to suspend this rule and take action on a resolution on its first reading.
- c. *Resolutions of Commendation*: Resolutions of Commendation officially recognize the work of an individual, organization or an organized effort. Except for extraordinary situations, Resolutions of Commendation shall only be considered once by the Commission before being adopted.

**ARTICLE IX**  
**Amendments to Bylaws**

A. *Amendments*: Per the ordinance establishing the Commission (Chapter 2.83 of Title 2 of the South San Francisco Municipal Code) the Commission has the authority to create, amend, and repeal its own bylaws or otherwise establish rules of procedure and other rules for the conduct of its business by resolution. The Commission may create, repeal, amend, or reword its bylaws with a majority vote of the full Commission. Changes made to the bylaws must be placed on the agenda and be noticed according to all applicable public meeting laws.