

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. Meetings shall be held at South San Francisco Public Library, Young Adult Room, Library | Parks & Recreation Center, 901 Civic Campus Way, South San Francisco, CA 94080.
- 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*: Commission members may be removed by a majority vote of the City Council following three excused or two unexcused absences during the course of one fiscal year. An absence is considered excused when a Commissioner notifies the secretary of the intended absence at least 24 hours prior to the scheduled meeting time. All other absences are considered unexcused.
- 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. *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.
- D. *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

Officer 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 executive 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: executive 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; and
- vi. Schedule or cancel Commission meetings.

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. 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.
- ii. A member of city staff designated by the City Manager shall serve as the secretary.

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 their activities to be shared at each regular Commission meeting.

Commissioners are encouraged to ask questions and refer to these Bylaws in order to keep executive 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 a subcommittee.

E. *Elections:* Per the Ordinance establishing the Commission (Chapter 2.83 of Title 2 of the South San Francisco Municipal Code), the election of executive officers shall be conducted at the first Commission meeting of each school year. Commissioners may

nominate themselves or another Commissioner for any executive 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 they 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

- F. *Names & General Purpose of Subcommittees:* 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. Each commissioner is expected to serve as a regular member of one subcommittee each term and attend all regularly scheduled meetings. Commissioners may additionally opt to join meetings of other subcommittees so long as they do not form a quorum.

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.

ARTICLE X

Social Media Guidelines

- A. *Authorization for and limits on use of social media*
 - a. Chapter 2.83 of City of South San Francisco's Municipal Code provides authorization for and sets limits on the commission's use of social media.
 - b. The commission may operate and maintain its own social media accounts subject to the limits in the Municipal Code.

- c. Posts on the commission's social media accounts shall clearly identify that they represent the views of the commission and not the city council or city. The commission's social media accounts shall include this statement in their description or biographical areas.
 - d. Posts on the commission social media accounts shall reflect the consensus or majority view of the commission and not the views of the individual responsible for each post.
 - i. The commission shall use social media to promote non-partisan events, programs and services.
 - ii. The commission shall post about the activities of the commission, including meetings, projects, and events.
 - iii. Posts expressing viewpoints or opinions shall be authorized by a majority vote of the commission at a regular meeting.
- B. *Relation to City of South San Francisco Social Media Policy*
- a. Per Chapter 2.83 of the South San Francisco Municipal Code, the commission's social media policy must be consistent with the City's Social Media Policy.
 - b. The commission shall adopt the procedures for monitoring, reporting, and responding to social media content as outlined in the City's Social Media Policy.
 - c. Commissioners are required to read and acknowledge receipt of the City's Social Media Policy prior to using social media sites.