

## **Fresno Youth Commission (FYC)**

### **BYLAWS**

- I. **PURPOSE:** This document ensures protection under the law, of Commission affairs conducted by youth members and the Youth Commission staff. Actions within this legal body must be followed through as stated below.
- II. **ORGANIZATION:** The Youth Commission consists of 16 commissioners. Members are selected by current City Council Members and Mayor with the following guidelines:
  1. Each City Council District must have two representatives (one voting and one non-voting member).
  2. The Mayor must have two representatives (one voting and one non-voting member).
  3. Current City Council Members and the Mayor select the voting and non-voting commissioners from each of their respective district, with the Mayor selecting from the city-at-large.
  4. Each commissioner must be between the ages of 13-25 years during his/her term on the Youth Commission.
  5. Each commissioner must attend school and/ or reside within the district, which she/he is to represent with the exception of the commissioners selected by the Mayor's Office, who may reside/go to school anywhere within City of Fresno limits.
  6. ALL committees shall be appointed to represent and carry out specific functions on behalf of the Youth Commission. Transaction of business for the Youth Commission may only occur between these groups.
- III. **MEMBERSHIP:** Appointment, Offices, and Methods are:
  1. Youth Commissioners hold membership for a two-year, renewable term. A term is defined as the day of Swearing in , which occurs on the month of April, to December of the next year.
  2. Leaders/ participants and/ or non-participants of the Youth Leadership Institute chapters are freely able to complete a written

application through the organization. Public youth who are not involved with YLI, have the responsibility to turn in and ensure the application is received by a local school or office where a Youth Commission coordinator work and/ or visit (electronic submissions will only be accepted if contact with staff is well established).

3. Interview screening will only happen once all the applications have been turned in and the deadline is reached. Commissioner applicants and their counterpart Council District office member or representative, YLI staff person, and the resigning Youth Commissioner (preferable of said district) will be present. Two thirds interviewees must be present to hold interviews. Each applicant is given one and only one interview, unless the Youth Commission Coordinator sees fit otherwise.
4. Commissioners have the option to choose the Council District they want to apply for ONLY if they live in a different location than from where they go to school. Meaning, the applicant is granted their chosen representative district (if they have conflicting locations), by the Youth Commission Coordinator (under prior notification and permission FIRST). Final appointing power resides with the City Council Members or the Mayor.
5. Should a commissioner resign, he/she shall submit a written letter of resignation, in advance, to the Commission, which will forward a copy of the letter to the City Council Members, the City Clerk and the Mayor. This will assist in finding a replacement.
6. Youth Commission officers shall consist of a Chairperson, 1<sup>st</sup> Vice Chair, 2<sup>nd</sup> Vice Chair, Secretary, and Sergeant of Arms, any other positions must be decided collectively within the group. Youth Commission Officers are elected by the Youth Commission, and serve for a one (1) year terms. When deemed necessary, any officers may be removed from office by a two-thirds majority vote of the Commission; but shall retain Commission membership. If an officer resigns prior to term's end, a written resignation must be submitted to the Youth Commission. A successor will then be appointed by the Commission to complete the duration of that term. Commissioners may not hold more than one executive office at a

time. If the Commission sees fit, such officers may hold on an executive office for no more than two terms. Such officers may, however, serve as officers on other committees and boards within the Commission.

7. All committees must be created/approved by Youth Commission. Each one shall have at least ONE commissioner. The respective members of these committees shall appoint their own officers. All business conducted must be approved by Youth Commission during official meetings.

#### **IV. RESPONSIBILITIES:**

1. ALL commissioners shall act as liaisons between the Youth Commission (and ultimately the City Council Members) and their constituents; those constituents being either student body populations or community youth populations.
2. All commissioners must connect with the young people they represent, so as to best communicate their views and needs to the Youth Commission and the City Council Members. Each Youth Commissioner is responsible for creating and maintaining a District Commission for their district. Said commission may function to how representative sees fit. The purpose of the District Commission is to build relationships with the young people they represent as well as to build the leadership capacity of both City and District commissioners.
3. When City Council Members have youth-related items on their regular meeting agendas, and when practical, all representatives from the Youth Commission should be in attendance.
4. ALL officers of the Commission and its committees shall carry out the responsibilities and duties traditional to their officer positions. It is assumed that all responsibilities not otherwise assigned reside with the Chairperson, and that he/she may delegate such tasks by appointment.
  - Chairperson
  - -1<sup>st</sup> Vice Chair, and 2<sup>nd</sup> Vice Chair
  - Secretary
  - Sergeant of Arms

5. ALL commissioners shall represent the Youth Commission in the community through Town Hall expositions.
6. The City Clerk shall refer any youth and children issues to the Commission for comment and recommendation. The Commission shall have 10 business days to respond.

**V. MEETINGS:**

1. The Youth Commission shall hold regular meetings at least twice per month.
2. Commission members will have trainings on the 2<sup>nd</sup> (second) Tuesday of the Month and Commission meetings on the 4<sup>th</sup> (fourth) Tuesday of the Month. A committee chairperson may call a meeting (with suitable prior notice to the members and staff).
3. A quorum shall be a majority of the appointed Commission/committee members and must be present to transact any and all official business.
4. Minutes of all Commission and committee meetings shall be recorded. Copies will be sent to all members of the group and the Youth Commission Chairperson. All minutes of the regular Youth Commission meetings shall be placed on file with the City Clerk. Minutes shall show the times and place of meetings, a record of attendance, an all official actions taken.
5. Should a Commissioner miss two meetings during the year without justification and prior approval from either an officer or the Youth Commission staff, the Commission may request the member's resignation. Each member MUST notify an officer and/or the Commission staff person of his/her absence prior to the meeting.
6. Notice of any special meeting shall be given at least 24 hours in advance of the meeting; and may be called by the Commission/committee Chairperson, or a Youth Commission staff person.

**VI. VOTING: Knowledge of the Brown Act's mandate to follow Robert's rule of Order has to be taught through a YLI or Youth Commission staff person.**

**AMENDMENTS:**

Any of these bylaws may be amended or repealed, and new bylaws adopted, at any time by a majority vote of the Youth Commission.

**VII. AGREEMENT:**

Each prospective commissioner shall, prior to her/his interview, be given a copy of these bylaws; which, along with the function and responsibilities of the Commission. Interviewed candidates will receive an explanation of these Bylaws by a current commissioner. After all questions are clarified, the candidate shall sign the last page of these bylaws, which will be kept on file.