

SANTA CLARA COUNTY
YOUTH COMMISSION

BY-LAWS

ADOPTED BY THE BOARD OF SUPERVISORS
OF SANTA CLARA COUNTY **FEB 2 1993**
DONALD M. RAINS, CLERK OF THE BOARD
By *Joane Stumpfella*
Deputy Clerk

ARTICLE 1. - NAME

Section 1.

The name of this organization is the Santa Clara County Youth Commission (hereinafter referred to as "the Commission").

ARTICLE 2. - MEMBERSHIP

Section 1.

The membership of the Commission shall consist of fifteen (15) voting members. Ten (10) of the members shall be allocated equally among the Supervisorial Districts and nominated and appointed pursuant to Sections A5-37 and A5-38. Five (5) members shall be under twenty-one (21) years of age at the time of appointment to the Commission, and five (5) members shall be over twenty-one (21) years of age at the time appointment. The remaining five (5) voting members of the Commission shall be appointed by the Board of Supervisors at large from among an applicant pool of young people, under the age of twenty-one (21) at the time of appointment, who currently serve on a city Youth Commission within Santa Clara County and are nominated by a city Youth Commission to serve on the Santa Clara County Youth Commission. Ex-officio, non-voting members shall include one (1) member of the Board of Supervisors who shall be selected by the Board of Supervisors to support and advise the Commission.

Section 2.

The members of the Commission shall be appointed for three (3) years.

Section 3.

A vacancy shall exist if a member misses three (3) regular Commission meetings within one (1) calendar year. In such cases, the recommending, or nominating, jurisdiction shall be notified and requested to nominate a replacement. Notice of such nomination shall be made in writing to the Chairperson of the Board of Supervisors.

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ARTICLE 3. - PURPOSE

Section 1.

The purposes of the Commission are:

- (A) To consult and advise the Board of Supervisors in youth-oriented areas such as, but not limited to, education, career preparation, recreation, legal rights, crisis intervention centers, health education, youth input in government, the juvenile justice system, employment programs, and communication systems for youth.
- (B) To review the County budget annually and make recommendations regarding youth program funding and resource allocation to County staff and the Board of Supervisors.
- (C) To appoint ex-officio representatives to work as a liaison with County organizations and agencies that directly affect youth.
- (D) To appoint an ex-officio, non-voting representative to all County Boards and Commissions and agencies created by the County for the purposes of communicating the needs, ideas, and concerns of young people and encouraging young people to become active in the government that serves them. Such representatives do not have to be Commission members, but shall be at least fifteen (15) years old and not older than twenty-one (21) years old. These ex-officio members shall have the right to be seated with the Commission and to participate fully in the discussions of the Commission to which they are appointed.
- (D) To consult and cooperate with local Youth Commissions and other public and private organizations, agencies, and businesses.
- (E) To conduct public hearings within the scope and function of the Commission.
- (F) To render to the Board of Supervisors, at least once each calendar year, a report of its activities.
- (G) To recommend to the Board of Supervisors necessary procedures, programs, or legislation, to promote the concerns of youths.
- (H) Subject to the approval of the County Executive, to request of any County department information, services, facilities, and any other assistance for the purposes of furthering the objectives of the Commission.

ARTICLE 4. - ORGANIZATION

Section 1.

The officers of this Commission shall be a Chairperson, a Vice Chairperson, and a Second Vice Chairperson, all of whom shall be members of the Commission. The officers shall be elected as soon as practicable following the first day of July each year. Officers elected, pursuant to Section 506 of the County Charter, shall hold office for one (1) year until re-elected or until their successors are elected and assume office. No member shall serve in the same office for more than two (2) consecutive years.

Section 2.

Regular meetings of the Commission shall be held on the fourth (4th) Monday of each month at 6:00 p.m. in the County Government Center, or as otherwise designated. In the event that a regular meeting day falls on a holiday, the following Monday becomes the Commission's regular meeting date.

Section 3.

No less than seven (7) calendar days before each regular meeting of the Commission, the Clerk of the Board shall mail a copy of the agenda and support material for that meeting to each member of the Commission. No action shall be taken on any item not appearing on the posted agenda. However, the Commission may take action on items of business not appearing on the posted agenda under any of the following conditions:

- (A) Upon a determination by a majority vote that an emergency situation exists, as defined by Government Code Section 54956.5.
- (B) Upon a determination by a two-thirds vote of the Commission, or if less than two-thirds of the members are present, by a unanimous vote of those members present, that the need to take action arose subsequent to the posting of the agenda as required by Government Code Section 54954.2(a).
- (C) The item was posted pursuant to Government Code Section 54954.2(a) for a prior meeting of the Commission occurring not more than five (5) calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

Section 4.

Proper public notice is to be given for all meetings and adjourned meetings.

Section 5.

Special meetings of the Commission may be called by the Chairperson, or by a majority of the membership, at any time by giving proper public notice. Only announced agenda items may be considered at a special meeting.

Section 6.

Any regular or special meeting may be adjourned for cause, in good faith, when necessary for the expeditious transaction of business.

Section 7.

Majority of the members shall constitute a quorum for the purpose of conducting its business and exercising its power for all other purposes. No action of the Commission shall be valid unless at least a majority of the entire membership concurs therein.

Section 8.

The voting on all matters may be by voice vote, and providing that a roll call vote may be called at the direction of the Chairperson, or upon request by any member of the Commission or public. A roll call vote shall be recorded showing those voting "AYE," "NO," "ABSTAIN," or "ABSENT." No member shall be permitted to vote on a question unless present. Proxies shall not be permitted.

Section 9.

The order of business at all meetings of the Commission shall be as follows:

- (A) Call to Order
- (B) Roll Call
- (C) Public Presentations
- (D) Approval of Minutes
- (E) Correspondence
- (F) Chairperson's Report
- (G) Old Business
- (H) New Business
- (I) Announcements
- (J) Miscellaneous
- (K) Adjournment

Section 10.

Meetings shall be conducted in accordance with Robert's Rules of Order except where pre-empted by the County Charter, the Rules of the Board of Supervisors, or Sections A6-80 through A6-86 of the County Ordinance Code.

Section 11.

The Chairperson shall preside at all meetings of the Commission. He/she shall sign all resolutions and other instruments made or promulgated by the Commission and shall perform such other duties as the Commission may prescribe. The Chairperson shall have the right to appoint sub-committees with consent of the majority of the Commission. He/she shall be an ex-officio member of all sub-committees.

Section 12.

The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson; and, in case of the resignation or death of the Chairperson, the Vice Chairperson shall perform such duties until such time as a new Chairperson is elected by the Commission.

The Second Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson and Vice Chairperson; and, in case of resignation or death of both the Chairperson and Vice Chairperson, the Second Vice Chairperson shall perform such duties until such time as a new Chairperson is elected by the Commission.

Section 13.

Should the office of Chairperson, Vice Chairperson, or Second Vice Chairperson become vacant during the term of such office, the Commission shall elect a successor from its membership at the earliest meeting at which such election would be practicable, and such election shall be for the unexpired term of such office.

Section 14.

In the event the Chairperson, Vice Chairperson, and Second Vice Chairperson are absent from a meeting, the Commission may elect a Chairperson Pro Tempore to preside over the meeting.

Section 15.

Discussion of any particular matter by either Commission members or by any member of the general public may be limited, at the discretion of the Chairperson, to such length of time as the Chairperson may deem reasonable under the circumstances. The Commission, by a majority vote, shall have the right to overrule the Chairperson.

Section 16.

From time to time, special purpose sub-committees may be created for limited terms to perform functions which cannot, in the judgment of the Commission, be performed at regular meetings. Resource persons not members of the Commission may be included in sub-committees. At least three (3) members, and not more than five (5) members of the Commission shall serve on each ad hoc sub-committee. The authority of decisions as to ad hoc sub-committee reports to the Commission rests entirely with those sub-committee members who are also members of the Commission. However, dissenting opinions may be submitted. No action or recommendation of any ad hoc sub-committee is representative or binding on the Commission as a whole until voted on in regular session and passed by a majority of the Commission.

In order to encourage broad participation from the community regarding youth issues, and to allow for the greatest amount of public input to be received in a timely and efficient manner, the Commission shall establish and maintain five (5) standing committees - Executive, Education, Media/Public Relations, Social Services, and Recreation.

The committees will conduct public hearings and other forms of research and submit written reports on a monthly basis to the full Commission. The committees shall elect their Chairperson from among the Youth Commission members of the committees. The committees shall meet a minimum of once a month during times that are not in conflict with Youth Commission meetings. The committees shall have the ability to appoint subcommittees to research specific issues within the committee's area of responsibility, and such subcommittees may include non-committee members.

The composition and duties of the standing committees are as follows:

Executive Committee

(A) The Executive Committee shall be composed of the Chairperson, Vice Chairperson, and Second Vice Chairperson and shall be responsible for the following duties:

1. Review agendas and minutes.
2. Follow up on Commission actions (letters, recommendations to the Board of Supervisors, etc.).
3. Make certain that other committees report back in a timely fashion on items referred to them.
4. Assure that meetings are conducted in the most efficient manner.
5. Review City, State, and Federal legislation affecting youth.
6. Review applications for liaison appointments to other Commissions.
7. Commission recruitment/advertisement activities.
8. Develop Sunset Reports.
9. Produce annual work plan following input from Commission members at retreats.
10. Education of juvenile hall and ranches.
11. Communicate Commission goals/objectives to Board of Supervisors and County staff.
12. Issues assigned by the Commission

Education Committee

(B) The Education Committee shall be composed of three (3) Commissioners, two (2) students, one (1) teacher, one (1) classified, two (2) administrators, and two (2) parents who represent the PTA, PTSA, and Home and School Clubs and shall be charged with oversight of the following areas:

1. Financial aid
2. Scholarship programs
3. Censorship of student newspapers
4. Truancy
5. Educational funding
6. Educational programs
7. Curriculum
8. GED and CHSPE processes
9. All other education-related issues
10. Education of juvenile hall and ranches.
11. Juvenile probation's relationship to alternative schools

Media/Public Relations Committee

(C) The Media/Public Relations Committee shall be composed of three (3) Commissioners, four (4) student newspaper editors, and four (4) representatives from television, print, electronic, or radio media, and shall be charged with the following duties:

1. Communication with student newspapers and their staff.
2. Publicizing Youth Commission activities/programs via student newspapers and television, print, electronic and radio media.
3. Obtaining input on policy decisions from student newspaper staffs.
4. All other media and publicity-related issues.
5. Issues assigned by the Commission

Social Services Committee

(D) The Social Services Committee shall be composed of three (3) Commissioners and eight (8) community representatives who have specialties in the areas of this Commission's charge, which is to oversee and make recommendations in the following areas:

1. Tobacco, alcohol and other drug abuse
2. Family assistance programs
3. Youth homelessness
4. Gang-abatement programs
5. Job training/Job Fairs
6. Juvenile Justice System
7. Childcare
8. Libraries
9. Transportation
10. Public Safety
11. All other non-recreation government services.
12. Helping to plan and coordinate programs that encourage youth involvement in government.

Recreation Committee

(E) The Recreation Committee shall be composed of three (3) Commissioners, one (1) Parks and Recreation Commissioner, and seven (7) community representatives and shall be charged with the following responsibilities:

1. Helping to plan and coordinate programs that encourage employment of youth and youth involvement in government.
2. Coordinating County-wide youth recreation programs.
3. Planning and implementing Youth Commission retreats.
4. Oversight of after school programs offered throughout the County.
6. Issues assigned by the Commission

Section 17.

The Clerk of the Board of Supervisors shall be the ex-officio secretary of the Commission and shall be responsible for providing secretarial assistance to the Commission.

ARTICLE 5. - AMENDMENTS

These By-Laws may be amended by a majority vote of the Commission at any regular or called meeting provided that written notice of the amendment shall have been submitted to each Commission member seven (7) days prior to the meeting, and that, subsequent to Commission action, said amendments are approved by the Board of Supervisors.

REVISED: 01-25-93

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Prepared by: Janis Kuechenmeister
Reviewed by: Cathy Richmond
Submitted by: Phyllis Perez

TRANSMITTAL MEMORANDUM
BOARDS AND COMMISSIONS

DATE: January 25, 1993
TO: BOARD OF SUPERVISORS
FROM: SANTA CLARA COUNTY YOUTH COMMISSION
SUBJECT: YOUTH COMMISSION BY-LAWS

APPROVED BY THE BOARD OF SUPERVISORS
OF SANTA CLARA COUNTY FEB 2 1993

DONALD M. RAINS, Clerk of the Board
By Glenn Stangor Deputy Clerk

A. RECOMMENDED ACTIONS

1. Adopt 1993 By-laws for the Santa Clara County Youth Commission as recommended by the Commission on January 25, 1993.

B. FISCAL IMPLICATIONS

None.

C. REASONS FOR RECOMMENDATION/BACKGROUND

At its meeting on August 17, 1992, the City of San Jose Youth Commission expressed their concerns relative to the difficulty encountered by the Santa Clara County Youth Commission in obtaining quorum and thereby violating the requirements of County Ordinance No. NS-300.212, Section A6-84(d), which directs the County Youth Commission to "consult and cooperate with local Youth Commissions and public and private organizations, agencies and businesses."

Said Resolution was forwarded to the Santa Clara County Youth Commission for consideration in the revision of the County Youth Commission By-Laws. The Youth Commission established a By-Laws Committee to prepare revisions to the current By-Laws addressing specific language necessary to implement the proposals put forth by the City of San Jose Youth Commission. Inasmuch as the Commission was unable to meet throughout most of 1991 and 1992 and that the composition of the Commission has changed, the Commission voted to adopt a new set of By-laws in keeping with the current goals of the Commission.

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D. CONSEQUENCES OF NEGATIVE ACTION

The Santa Clara County Youth Commission will be in violation of County Ordinance No. NS-300.212 which could impede communications among the City Youth Commissions of Santa Clara County which are essential in order to raise the necessary funding and political support to address complex and interrelated youth issues on a County-wide level.

E. SUPPORTIVE MATERIAL ATTACHED

1. Santa Clara County Youth Commission Amended By-Laws.

F. STEPS FOLLOWING APPROVAL

1. Send original transmittal, with notification of Board action affixed, to Documents Librarian, Clerk of the Board.
2. Send copy of transmittal, with notification of Board action affixed, to Deputy Clerk of the Board, Santa Clara County Youth Commission.
3. Send copy of transmittal, with notification of Board action affixed, to Chairperson of Santa Clara County Youth Commission.