BYLAWS
OF
THE PLACER COUNTY YOUTH COMMISSION

ARTICLE I
Establishment

The Placer County Youth Commission is established by the Placer County Board of Supervisors.

ARTICLE II
Powers and Duties

It shall be the duty of the Placer County Youth Commission to identify important issues involving youth and address these issues by connecting with the Board of Supervisors in a collaborative effort to build a better community for Placer youth. Full duties are as follows:

- To advise the Board of Supervisors and other decision makers on youth related issues
- To serve as a recognized community forum to discuss youth related concerns, ideas, and solutions
- To represent and raise the profile of Placer County youth
- To initiate and maintain positive change in the community and its youth
- To promote positive activities, provide service opportunities, and encourage youth involvement in the community
- To better prepare youth to become responsible and active citizens

ARTICLE III
Members

Section 1. Composition

A. The Placer County Youth Commission shall consist of fifteen (15) primary members and three (3) alternate members. There shall be *at least* one (1) primary member from each supervisory district in Placer County.

B. Besides district representation, through broad and strategic community outreach/recruitment, the Commission will strive for appointments that represent youth from diverse community locals, backgrounds, and personal experiences.

C. Appointments shall be representative of those listed above, with consideration of city, geography, and diversity.

D. Appointments shall be made without regard to color, race, religion, gender, gender identity, sexual orientation, national origin, parental or marital status, age, medical condition, disability, and/or age – as long as it falls within the age requirements of the Commission.

Section 2. Eligibility

A. An appointee shall be between 14 and 21 years of age. An appointee who is entering 9th grade at the time of the appointment but is not 14 years of age is eligible for appointment.

B. Each appointee must be a resident of Placer County.

C. Each appointee shall be selected according to their interest and/or experience in the areas of youth services, issues, advocacy, and local government.

Section 3. Terms of Membership

A. The term for each member shall be one year. Terms of membership will be July 1 through June 30.

B. Members may serve a maximum of four consecutive terms or until they turn 22 years of age.

C. Any member may resign from the Youth Commission prior to the completion of his or her term by submitting a letter of resignation to the Clerk of the Board of Supervisors Office with a copy to the Youth Commission.

Section 4. Appointments

A. The members shall be appointed by the Board of Supervisors for one-year terms. Before an applicant may be recommended for appointment, he or she must complete a written application, obtain parental consent if under the age of 18, and be interviewed by a nominating committee (composed of the Youth Commission staff, Adult Allies, and/or youth from the community). Final appointing power resides with the Board of Supervisors. However, before the Board may appoint someone to the Commission, it must receive written recommendation from the University of California Cooperative Extension regarding the applicant.

Section 5. Reappointments

A. Any member applying for a second term of office is considered a reappointment.

B. The process for reappointments is the same as appointments.

Section 6. Vacancies

A. If a member resigns mid-term, a vacancy notice will be posted at the Board of Supervisors Office for at least 10 days before an appointment can be made to fill the vacated seat.

B. A member appointed to fill the vacated seat will only serve the remainder of the term.

C. In the event that a vacancy occurs it shall be filled by the application process.

Section 7. Forfeiture of Office

A. Failure to attend three (3) regular (or special) business meetings in a twelve (12) month period without justification or excuse may lead to a recommendation by the Commission for the Board of Supervisors to remove that Commissioner and declare the seat as vacant.

and/or

B. Failure to attend three (3) subcommittee meetings in a twelve (12) month period without justification or excuse may lead to a recommendation by the Commission for the Board of Supervisors to remove that Commissioner and declare the seat as vacant.

Section 8. Extended Leaves of Absence

A. Any Commissioner can request prior authorization for a leave of absence for up to one month by submitting a written explanation. This written explanation will be presented to the membership. The Executive Board shall make recommendations on questions regarding leaves of absence. The leave of absence must be approved by the membership. Only one leave of absence is permitted per term, except for in emergencies approved by the membership.

B. Leave of absences pertaining to medical conditions should be brought to the Adult Advisors who will bring the recommendation forward to approve the leave due to extenuating circumstances. Such recommendations must be approved by the membership.

Section 9. Adult Advisors

A. There will be at least two (2) adult members on the Commission that will act in an advisory capacity but shall not be entitled to vote. Specifically, the Placer County Office of Education staff member shall be the lead Adult Advisor, and shall work in cooperation with the Placer County Health and Human Services staff member to coordinate Commission activities.

ARTICLE IV
Officers

Section 1. Officer Positions, Duties

A. President
   (i) The duties of the President shall be to:
      a. Preside at all meetings of the Commission;
      b. Call special meetings of the Commission when necessary;
      c. Prepare a proposed agenda;
      d. Be responsible for presenting an annual report to the Board of Supervisors;
      e. Serve as ex-officio member o committees andsubcommittees.

B. Vice President
   (i) The duties of the Vice-President shall be to:
      a. Perform the duties and exercise the power of the President during the absence of the President;
      b. Assist the President as required;
      c. Monitor current county and civic affairs and state legislative issues, assign members to track issues, oversee issues analysis, and make issues report to the Commission;
      d. Provide an update to members who missed meetings;
      e. Track meeting attendance, and inform the Commission of members who fail to attend three (3) or more meetings without justification or excuse.

C. Secretary
   (i) The duties of the Secretary shall be to:
      a. Send out the "call" or notice of meetings;
      b. Read minutes, correspondence, motions, resolutions, and written reports at regular meetings;
      c. Record motions;
      d. Prepare draft minutes;
      e. Be responsible for ensuring that the minutes of each Commission meeting are maintained;
      f. Assist with voting when necessary;
      g. Keep official records of the group;
      h. Conduct group's official correspondence that is outside the purview of the Public Relations Officer;
      i. In the absence of both the President and the Vice President, the Secretary shall be responsible for performing the duties of and exercising the power of the President.

D. Treasurer
   (i) The duties of the Treasurer shall be to:
      a. Maintain the financial records of the Commission;
      b. Prepare budgets when needed;

c. Give Treasure's Report at the regular meeting;
d. Research and report on grant opportunities;
e. Oversee grant applications and reporting.

E. Historian
(i) The duties of the Historian shall be to:
a. Be the custodian of the Commission's past and gathering and recording the present to preserve it for the future;
b. Maintain documentation of important events of the Commission;
c. Take pictures or collect member photos illustrating Commission's activities;
d. Collect newspaper articles, thank-you notes, certificates, and awards;
e. Collect Youth Commission event programs and souvenirs;
f. Prepare a narrative account of the Commission's activities, which will become a permanent part of the Commission's official history;
g. Provide recognition of individual member achievements.

F. Public Relations/Marketing
(i) The duties of the Public Relations officer shall be to:
a. Provide press releases and external communications with media (i.e., radio, newspapers, etc);
b. Design, develop, and oversee production of marketing materials;
c. Provide updates/design consultation to the website (*works in conjunction with Technologies Officer*);
d. Chairs the Public Relations Subcommittee (if a special subcommittee is formed);
e. Oversee production of Youth Commission Annual Report.

G. Outreach Director
(i) The duties of the Outreach Director officer shall be to:
a. Maintain accurate database of community and youth groups;
b. Foster active, two-way connections between Youth Commission and community youth and agencies;
c. Oversee the conduction of youth surveys;
d. Oversee recruitment plan;
e. Chairs the Outreach Subcommittee (if a special subcommittee is formed).

H. Technologies/Information Services
(i) The duties of the Technologies Officer shall be to:
a. Oversee computer and audio-video equipment at meeting and presentations;
b. Administer the website – *(works in conjunction with Public Relations Officer and Secretary*);
c. Assist/advise Youth Commission in technologies and information services and strategies (web, social networking, text/phone, video conferencing, etc).

Section 2. Eligibility

A. Only primary members may serve as President, Vice President, Secretary, or Treasurer of the Youth Commission. Primary and alternate members are eligible to hold the other offices.

Section 3. Executive Board, Duties

A. The officers of the Commission shall constitute the Executive Board.

B. It shall be the duties of the Executive Board to:
   (i) Have general supervision of the affairs of the Commission between its business meetings, make recommendations to the Commission, and perform other duties as specified in these bylaws. The Board shall be subject to the orders of the Commission, and none of its acts shall conflict with action taken by the Commission.
   (ii) Assist the President in other matters as may facilitate the orderly and efficient operation of the Youth Commission.

Section 4. Nomination Procedure, Time of Elections

A. Elections occur annually at the first regular meeting of the Commission.

B. The presiding chair calls for nominations from the floor in the order offices are presented in the bylaws. Any member may nominate themselves or another member.

C. Members have the right, on the ballot, to cast "write-in votes" for other eligible persons.

D. The same person can be nominated for more than one office.

E. After receiving a nomination, the nominee stands and accepts or declines the nomination. If accepting the nomination, the candidate may "campaign" on their behalf (e.g., state why they believe they are qualified for the position).

Section 5. Ballot Election, Term of Office

A. All nominations are completed before any balloting takes place.

B. The officers shall be elected by secret ballot. Voting for all offices is done by a single ballot.

C. A person may be elected in more than one office. In such a case, if the person is present, he or she can choose which of the offices he or she will accept. If he or she is absent, the assembly should decide by a vote the office to be assigned, and then should elect person(s) to fill the other office(s).

D. If any office remains unfilled after the first ballot the balloting should be repeated for that office as many times as necessary to obtain a majority vote for a single candidate. The same is true where two candidates tie for a majority vote for an office.

E. Officers shall serve for one year or until their successors are elected. The term of office shall begin at the close of the election through June 30.

Section 6. Vacancies

A. Vacancies are filled by the Nomination and Election process outlined in Article IV, Sections 4 and 5.

Section 7. Office-Holding Limitations

A. No member shall hold more than one office at a time.

B. No officer shall hold the same position for more than two consecutive terms.

ARTICLE V
Meetings

Section 1. Regular and Special Meetings

A. The Youth Commission shall have regular business meetings once a month at a time, hour, and place determined by the Commissioners. The principal meeting place of the Commission shall be at the Placer County Board of Supervisors Chambers. The frequency and time of regular meetings may be changed by the Commissioners dependent upon the number of issues addressed.

B. Special meetings of the Commission may be called by the President, Executive Board, or a majority of the Commissioners by giving twenty-four (24) hours/two (2) full working days public notice.

Section 2. Subcommittee Meetings

A. A subcommittee meeting is any Commission meeting other than the Commission business meeting (regular and special). Subcommittee meetings shall be held to plan activities and projects, work on issues concerning the Commission, or receive training. Subcommittee meetings will be held at a regularly scheduled time.

B. Subcommittee meetings may be by videoconference or teleconference, including over the Internet.

Section 3. Brown Act

A. All meetings of the Commission shall be open to the public and be subject to the California Open Meeting laws, known as the "Brown Act", Government Code 54950 et seq.

Section 4. Quorum

A. A quorum shall consist of a majority of the Commission seats filled by primary members. The quorum requirement is unaffected by the appointment of alternate members.

B. When an alternate member substitutes for a primary member, his/her vote counts toward the quorum in the same way as the primary member's vote.

C. In the event that less than a majority is present, Commissioners may hear and discuss issues but may not vote.

Section 5. Voting

A. Each primary member of the Commission shall be entitled to one vote. Alternate members may vote in place of an absent primary member. They can only vote in the place of one primary member at a time.

B. Controversial issues shall be voted upon by roll call. All actions taken will require a majority of a quorum of the members who are entitled to vote. No action can be taken without a quorum. Proxy voting shall not be permitted.

ARTICLE VI
Committees and Subcommittees

Section 1. Purpose

A. Committees and subcommittees will be appointed by the membership as necessary to consider, investigate, or take action on certain matters or subjects and/or work on the goals and projects of the Commission.
B. The Commission has established the following standing committees to serve in an ongoing fashion as need arises..
   (i) Health and Wellness
      a. Topics that may fall under the realm of this committee may include but are not limited to physical health, mental health, substance use, diet and exercise, disease prevention, access to care, etc.
   (ii) Youth Futures
      a. Topics that may fall under the realm of this committee may include but are not limited to education, after-school opportunities, enrichment, mentoring, employment, training, etc.
   (iii) Vital Communities

a. Topics that may fall under the realm of this committee may include but are not limited to transportation, housing, environment, community planning, justice, parks and recreation, public services, cultural opportunities and the arts, citizen empowerment, community relations, etc

Section 2. Appointment

A. Although the President may, in his or her report, recommend that a special committee or subcommittee be constituted, only the assembly may create it.

B. A standingcommittee or subcommittee must be constituted by name (a) by a specific provision of the bylaws or (b) by a resolution which is in effect a special rule of order and therefore requires notice and two-thirds vote for adoption.

Section 3. Membership, Selection of Members

A. Each Commissioner is responsible to serve on a minimum of one committee each term.

B. It is possible for persons who are not members of the Commission to be appointed to committees and subcommittees. Subcommittee members are not required to be members of the associated overarching committee.

C. The President shall be an ex-officio member of each standing committee, with the right but not the obligation to participate in committee proceedings.

D. Committee and subcommittee members shall be selected by adoption of a motion naming members of a subcommittee.

or

E. The method of selecting members can be specified in the motion to establish the subcommittee (e.g., election by ballot, nominations from the floor, nominations by chair, appointment by chair, and by volunteering).

F. In the latter case, the first-named member has the duty of calling the subcommittee together and of acting as temporary chairman until a chairman is appointed by the Commission.

Section 4. Selection of the Committee and Subcommittee Chairman, Duties *(if not designated – "committee" refers to both standing committees and subcommittees)*

A. Standing Committee Chairs must be Placer Youth Commissioners.

B. The assembly has the power, at the time the appointments are made, to designate any one of the members as chairman.

C. If the chairman is not designated when the committee is appointed, the committee has the right to nominate its own chairman for appointment by the assembly.

D. It shall be the duties of the Chairman to:
   a. Organize activities of the committee;
   b. Serve as the key contact for the committee;
   c. Call all meetings of the committee;
   d. Preside over all meetings of the committee;
   e. Serve as Secretary of the committee (unless otherwise elected);
   f. Present reports and make any necessary motions to implement the report's recommendations.

Section 5. Standing Committee and Subcommittee Activities, Reports

A. Committees should coordinate all activities through the assembly and Adult Advisors.

B. Committees should keep the Youth Commission informed by giving reports at regular meetings as to their plans, what they are doing, and how they are functioning.

C. A report of a committee is an official statement formally adopted by and submitted in the name of the reporting body, informing the assembly of action taken, recommendations, or information obtained.

ARTICLE VII
Parliamentary Authority

The rules contained in the current edition of **Robert's Rules of Order Newly Revised (10th ed.)** shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the society may adopt.

ARTICLE VIII
Amendments

Any member may propose a bylaw amendment. The bylaws may be amended at any regular meeting of the Commission by a two-thirds (2/3) vote, provided 1) that oral or written notice is given at the previous regular meeting and 2) the amendment does not violate Resolution No. 2009-116 andResolution No. 2010-207and Resolution 2011-208.

ARTICLE IX
Annual Report

An annual report shall be presented to the Board of Supervisors on or about June 1st of every year.

These bylaws were adopted on October 14, 2009; amended on May 12, 2010; amended on September 8, 2010; amended on October 13, 2010; amended September 28, 2011; amended October 12, 2011.