

**CITY OF PITTSBURG
YOUTH ADVISORY COMMISSION
BYLAWS AND RULES OF PROCEDURE**

**ARTICLE I
PURPOSE AND MISSION STATEMENT**

Section 1. The City of Pittsburgh Youth Advisory Commission is an advisory body appointed by the City Council to provide the youth voice to the City Council to promoting civic engagement and community service while furthering the understanding of how municipal government works.

Section 2. The mission of the Youth Advisory Commission is to serve as a liaison between Pittsburgh youth and the City Council concerning issues that affect the quality of life for the youth of Pittsburgh. The Youth Advisory Commission provides information, makes recommendations, and suggests policies to the City Council on issues of civic engagement and community service.

**ARTICLE I
GENERAL PROVISIONS**

Section 1. These Rules of Procedure shall be known as the Bylaws and Rules of Procedure of the Youth Advisory Commission of the City of Pittsburgh. A copy of these Rules and amendments thereto, shall be filed in the offices of the City Clerk for examination by the public.

Section 2. These Rules and any amendments hereto shall be effective on the date of the adoption hereof and shall govern the meetings and activities of the Youth Advisory Commission.

**ARTICLE II
COMMISSION COMPOSITION AND METHOD OF APPOINTMENT**

Section 1. The Youth Advisory Commission shall be composed of members as set forth in the Municipal Code.

Section 2. Commission members may resign at any time by giving written notice to the Mayor, City Clerk, and Recreation Director or his/her designee.

**ARTICLE III
TERM OF OFFICE AND REMOVAL**

Section 1. Youth Advisory Commission Members shall serve a two (2) year term, as set forth in the Municipal Code.

The City Council may reappoint members of the Commission to serve another term if there

are no other applicants or if the Council has already considered the current applicants and determined to reappoint an existing member whose term has exceeded the term limits. A member of the commission may not serve simultaneously on more than one City board, commission, or Commission.

Section 2. Any member of the Youth Advisory Commission may be removed by a majority of the City Council. Removal and appointment of Commission Members shall be made only at a regularly scheduled meeting of the City Council.

Section 3. Commission Members should endeavor to attend all regular and special meetings of the Youth Advisory Commission. The Secretary to the Youth Advisory Commission shall provide the Council with quarterly attendance reports by Commission members. After the fourth unexcused absence from a regularly scheduled Commission meeting within any twelve (12) month period, said Commission Member's office shall be automatically declared vacant.

Section 4. For purposes of determining excessive absences upon which the City Council may initiate removal procedures, any of the following may constitute grounds for excessive absences: four (4) unexcused absences occurring within one year period, three (3) consecutive unexcused absences, or six (6) consecutive excused absences occurring within the one (1) year period. Additionally, if a Commission Member is late by more than twenty (20) minutes to two meetings without permission from said Youth Advisory Commission, this shall constitute one absence.

Section 5. If a Commission Member ceases to reside in the City of Pittsburg, or in the case of youth members, ceases to be enrolled in school, said Commission Member's office shall be automatically declared vacant.

ARTICLE IV **VACANCIES**

Section 1. Vacancies on the Youth Advisory Commission occurring other than by expiration of term shall be filled for the unexpired portion of the term by the alternates. If there are more than two vacancies on the Youth Advisory Commission, vacancies shall be filled in the same manner as the original appointment.

ARTICLE V **OFFICERS, SELECTION AND TERMS OF OFFICE**

Section 1. The positions of Chairperson and Vice Chairpersons shall be for one-year terms and shall be rotated among all Commission members before a Commissioner assumes the previously held position of Chairperson or Vice Chairperson.

Section 2. The sitting Vice Chairperson shall automatically become the Chairperson at the first meeting after Commission appointments are made by the City Council (as described above) excluding special appointments. The selection of the Vice Chairperson shall follow a standardized rotation order as follows:

1. The position of Vice Chairperson shall be rotated among all Commissioners based on seniority.
2. Seniority for new Commissioners shall be determined by the order in which a Commissioner was appointed.
3. The Commissioner appointed first in the rotation for that group of Commissioners shall serve first, the Commissioner appointed second for that group of Commissioners shall serve second and so forth.
4. In case of appointment to the Commission to fill a vacancy, however, that person will occupy the last position in that rotation. Each new series of appointments will determine the rotation only for newly appointed Commissioners.
5. Should any Commissioner not be willing to take his/her regular place in the established rotation, the next person in the rotation will be elevated to the position of Vice Chairperson, and the rotation will continue as previously set.

Section 3. The secretary to the Youth Advisory Commission will be the City Manager or his/her designee with the duty to staff all Commission meetings and prepare all minutes for approval by the Commission, but shall not be a member of the Commission.

Section 4. Duties of Officers. The Chair performs the following duties:

1. Presides at all meetings of the Youth Advisory Commission.
2. Appoints subcommittees and chairpersons of subcommittees
3. Signs correspondence on behalf of the Youth Advisory Commission.
4. Performs other duties necessary or customary to the office.
5. Serves the City Council and the residents of the City of Pittsburg with professionalism and respect.

Section 3. In the event of the absence of the Chairperson or his/her inability to act, the Vice- Chairperson presides in place of the Chairperson. In the event of the absence of or the inability to act of both the Chairperson and the Vice-Chairperson, the next Commissioner in line for those duties who is present shall serve as acting Chairperson in their absence, and so on.

ARTICLE VI **SUBCOMMITTEES**

Section 1. The Youth Advisory Commission or the Chairperson, upon direction of the Youth Advisory Commission, may appoint several of its members, but fewer than a quorum, to serve as a Subcommittee. The Youth Advisory Commission may appoint non-members to the Subcommittee to obtain additional public involvement as needed. Subcommittees make recommendations directly to the Youth Advisory Commission.

Section 2. A Subcommittee may not represent the Youth Advisory Commission before the Commission or Council or other bodies unless it has first received the authorization of the Youth Advisory Commission to do so.

ARTICLE VII **MEETINGS**

Section 1. The Youth Advisory Commission shall hold regular meetings at least once per month at a designated time and place, which shall be fixed and determined by the Youth Advisory Commission and entered upon its minutes. All meetings of the Youth Advisory Commission shall be held in a public building or, so long as allowed by state law, a publicly accessible virtual meeting place. Special meetings of the Youth Advisory Commission may be called by most of the members thereof, or by the Chairperson thereof. Notice of any such special meeting shall be given as required by law. All Commission meeting with the purpose of developing reports or recommendations to the Youth Commission or City Council should have staff in attendance.

Section 2. A quorum for the transaction of all Youth Advisory Commission business shall consist of not less than seven (7) voting members of the Youth Advisory Commission. The secretary shall prepare and submit "Action Minutes" of all regular and special meetings of the Youth Advisory Commission, and these shall be sent to all members and administrative officers in advance of the meeting in which they are to be approved.

Section 3. Commission Members shall attend all regular and special Commission meetings in person. Commission Members will not be permitted to use teleconference as an option to attend any Commission meetings, unless allowed by law during an emergency.

Section 4. The agenda shall be prepared by the Chair and/or staff with the order of business at regular scheduled meetings to generally be conducted in the following order:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes
5. Correspondence
6. Audience Remarks/ Public Comments
7. Presentations
8. Old Business
9. New Business
10. Commissioner/ Staff Comments
11. Adjournment

ARTICLE VIII **GENERAL RESPONSIBILITIES OF THE COMMISSION**

Section 1. Provide input on youth services and programming to the Community Advisory Commission, City Council and to City Staff.

Section 2. Address issues that affect youth in the community.

Section 3. Assist with the promotion and implementation of youth activities.

Section 4. Generate an annual report on the progress of the Youth Advisory Commission.

Section 5. Additionally, Commission members are expected to attend all regular meeting and subcommittee meetings as assigned; attend the activities planned and sponsored by the Youth Advisory Commission; and promote youth activities and provide support for successful implementation of youth activities and programs.

ARTICLE IX **STAFF ASSISTANCE**

Section 1. The City Manager shall provide the Youth Advisory Commission with such information and Staff assistance as the Youth Advisory Commission may, from time to time request, subject to the availability of resources.

ARTICLE X **ANNUAL TRAINING REQUIRED**

Section 1. Commission members shall on an annual basis participate in training concerning the Open Meeting Laws under Ralph M. Brown Act, California Government Code Section 54950 et seq. Commission members shall also participate in AB 1234

Ethics Training every two years.

ARTICLE XI
AMENDMENTS

Section 1. These Bylaws and Rules of Procedure may be amended in the same manner as originally adopted.