AGENDA ITEM E-16

CITY OF LODI
COUNCIL COMMUNICATION

AGENDA TITLE: **Adoption of Lodi Youth Commission Bylaws**

MEETING DATE: **November 15, 2006**

PREPARED BY: **Brad VanderHamm, Interim Youth Commission Liaison**

RECOMMENDED ACTION: Adopt Resolution approving Youth Commission bylaws.

BACKGROUND INFORMATION: The Lodi Youth Commission currently has no formal bylaws. The bylaws were initially drafted by prior Youth Commission Liaison Maxine Smith. The Commission has reviewed the draft bylaws and is recommending approval. These have also been reviewed by the City Attorney and Councilmember Mounce, who is an adult advisor to the Commission.

Among other things, these bylaws:

- Define the Youth Commission's purpose and function
- Specifically detail responsibilities of Commissioners and advisors
- Address attendance requirements and expectations
- Outline the responsibilities of each officer

FISCAL IMPACT: None

FUNDING AVAILABLE: None Needed

Ruby R. Paiste

Ruby Paiste, Financial Services Manager

Steve Baker
Interim Community Center Director

Prepared by: Brad VanderHamm, Liaison
Greater Lodi Area Youth Commission

Attachments

cc:

APPROVED: Blair King

Blair King, City Manager

RESOLUTION NO. 2006-207

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE BYLAWS FOR THE GREATER
LODI AREA YOUTH COMMISSION

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NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council hereby approves the Bylaws for the Greater Lodi Area Youth Commission, as shown on Exhibit A attached hereto.

Dated: November 15, 2006

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I hereby certify that Resolution No. 2006-207 was passed and adopted by the City Council of the City of Lodi in a regular meeting held November 15, 2006, by the following vote:

AYES: COUNCIL MEMBERS – Beckman, Hansen, Johnson, Mounce, and Mayor Hitchcock

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None

RANDI JOHL
City Clerk

Greater Lodi Area Youth Commission
Service and Bylaws

Purpose, Role, Scope and Function

A. The purpose of the Greater Lodi Area Youth Commission is to affect positive growth in young adults through a variety of activities that will generate interest and participation within the greater Lodi area.
B. The Greater Lodi Area Youth Commission serves high school and junior high students living within the Lodi Unified School District boundaries.
C. The powers of the Commission shall include, but not be limited to:
   a. Study and recommendation on youth issues as needed.
   b. Provide safe, fun and/or educational events for youth in the Lodi Unified School District area.
D. The Lodi City Council adopted Resolution 2006-31 which provides rules for the conduct of Council, Board and Commission Meetings. Resolution 2006-31 is incorporated herein fully by reference. To the extent there is any conflict between these By-laws and Resolution 2006-31, Resolution 2006-31 shall be the basis for any conflict settlement.

The Commission/Commissioner & Adult Advisors Service

A. Commission Numbers
   a. The Commission is made up of nine voting Commissioner/ students between the ages of 13-19. These students must reside in Lodi Unified School District attendance boundaries. There are also seven adult non-voting advisors who are appointed by the Mayor with Council approval.
B. Term of Appointment
   a. Commissioners are appointed for a two year term of office providing they meet the meeting and participation requirements. Should a vacancy arise, the Mayor, with Council approval, shall appoint an individual to fulfill the unexpired term of said Commission seat. Adult Advisors are appointed for a three year term by the Mayor, with Council Approval. Should a vacancy arise, the Mayor, with Council approval, shall appoint an individual to fulfill the unexpired term.
C. Reappointment
   a. When a term has expired, the Mayor may reappoint an individual or appoint a new individual to a seat on the Commission.

The Commission/Commissioner

A. Chairperson
   a. Election: The Chairperson for the Commission shall be elected by the members thereof by a majority vote of all the members, once the position is vacated.
   b. Term: The term of office of the Chairperson shall be one year until the election of his/her successor.

c. Duties: The Chairperson shall be the presiding officer of the Commission. He/She shall preserve strict order and decorum at all meetings of the Commission, state questions coming before the Commission, announce the Commission's decision on all subjects and decide all questions of order; subject, however, to an appeal to the Commission as a whole, in which event a majority vote shall govern and conclusively determine such questions of order. He/She shall vote on all questions and on roll call, his/her name shall be called last.
d. In the event that the Commission deems a Co-Chair position is necessary, there will be no Vice-Chair position and the Co-Chairs will share the Chairperson and Vice-Chairperson duties.

B. Vice Chairperson
   a. Term and Duties: There shall be a Vice-Chairperson, whose term of office shall coincide with that of the Chairperson, and who shall, in the absence of the Chairperson, perform all the functions and duties of the Chairperson.
   b. Election: The Vice-Chairperson of the Commission shall be elected by the members thereof by a majority vote of all the members.
   c. In the event that the Commission deems a Co-Chair position is necessary, there will be no Vice-Chair position and the Co-Chairs will share the Chairperson and Vice-Chairperson duties.

C. Secretary
   a. Term and Duties: There shall be a Secretary, whose term of office shall coincide with that of the Chairperson. He/She shall be responsible for the keeping of the official minutes of the Commission.

Meetings and Rules of Order

A. Roll Call
   a. Before proceeding with the business of the Commission, the Secretary shall call the roll of the members, and the names of those present shall be entered into the minutes.

B. Quorum
   a. A majority of the voting members of the Youth Commission constitutes a quorum for the transaction of business. Adult advisors do not vote.

C. Attendance
   a. Regular Meetings:
      i. The Greater Lodi Area Youth Commission Members and Adult Advisors must prearrange Regular Monthly Commission Meeting absenees in advance. A member (Commissioner or Advisor) absent for two consecutive regular meetings of the Greater Lodi Area Youth Commission shall forfeit such office as a Commissioner or advisor, unless absences are excused by a vote of the Commission.
   b. Events:
      i. Except in case of emergency, Commissioners are expected to be at all events. If a Commissioner is unable to make an event, a written

excuse must be read at the next regular meeting to be entered into the minutes.

ii. Advisors are requested to be at every event.

c. Committee Meetings:

i. Commissioners are expected to be at all Committee Meetings. When attendance drops below the 70% level, a written warning will be mailed to the offending Commissioner. If the attendance level drops below 60%, the offender shall forfeit such office as a Commissioner.

d. Tardiness

i. If a member of the Commission is going to be tardy for a meeting or an event, the Chairperson and the City Liaison must be notified beforehand.

D. Minutes

a. Preparation: The minutes of the Commission shall be kept by the Secretary and shall be neatly typewritten in a book kept for that purpose with a record of each particular type of business transacted set up in paragraphs with proper subheadings, provided, however, that the Secretary shall be required to make a record only of such business as was actually acted upon by the Commission, and shall not be required to record any remarks of members or any other person except at the special request of a member, and provided, further that a record shall be made of the names of persons addressing the Commission, the title of such matter to which the remarks related, and whether they spoke in support of or in opposition to the matter. Individuals may choose to not be identified by name. Any identification must be voluntary according to the Brown Act.

b. Distribution: As soon as possible, after each meeting, the Secretary shall cause a copy of the minutes to be forwarded to each member.

c. Reading: Unless the reading of the minutes is requested by a member, such minutes may be approved without reading as each member has previously been furnished a copy thereof.

General Order and Conduct of Business

A. Agenda

a. All reports, communications, and other documents or matters to be submitted to the Commission at their regular meeting shall be delivered to the Liaison and the Liaison shall prepare an Agenda of all such matters according to the Order of Business and shall furnish each member of the Commission with a copy of the same prior to the Commission meeting. The Liaison or his/her designee shall forward a copy of the Agenda to the City Clerk for posting 72 hours prior to said meeting. Agendas must be at the City Clerk's office prior to the 72 hour posting. No item may be added to the Agenda subsequent to the post of same.

B. Order of Business

a. Roll Call

b. Minutes

c. Comments on Non-Agenda Items
d. Action Items
e. Regular Agenda
f. Correspondence
g. Reports
h. Announcements
i. Adjournment

C. Rules of Debate
   a. Chairperson May Debate and Vote: The Chairperson may move, second and debate from the chair, subject only to the limitations of debate as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a member by reason of his/her acting as Chairperson.
   b. Getting the Floor; Improper References: Every member desiring to speak shall address the chair and, upon recognition by the Chairperson, shall confine himself/herself to the question under debate, avoiding all personalities and indecorous language.
   c. Interruptions: A member, once recognized, shall not be interrupted when speaking unless it shall be to call him/her to order or as otherwise specifically provided. If a member, while speaking, shall be called to order, he/she shall cease speaking until the question of order has been determined, and, if in order, he/she shall be permitted to proceed.

D. Rules of Order
   a. Robert's Rules: Except as otherwise specifically provided in these rules, Robert's Rules of Order as last revised shall guide the proceedings of the Commission in the conduct of meetings thereof.
   b. The Commission Chair may suspend Robert's Rules of Order upon the majority vote of the commissioners.

E. Voting
   a. A vote by Roll Call shall not be required unless a Commissioner specifically requests a Roll Call after a motion is made and before the Chairperson calls for the vote. All members present shall vote. Unless a member of the Commission audibly states he/she is not voting, his/her silence shall be recorded as an affirmative vote. An audible abstention shall be recorded as an abstaining vote. A member may abstain from voting only if said member has a conflict of interest.

F. Addressing the Commission
   a. General: Any person desiring to address the Commission shall first secure the permission of the Chairperson and upon permission, give his/her name in an audible tone of voice prior to his/her testimony. Any person addressing the Commission shall speak only on items which are within the subject matter jurisdiction of the Commission.
   b. Time: Each person addressing the Commission shall limit his/her time as may be directed by the Chairperson. The Commission reserves the right to establish reasonable time limits for discussion or debate.

c. Spokesperson for Groups: Whenever any group of persons wishes to address the Commission on the same subject matter, it shall be proper for the Chairperson to request that a spokesperson be chosen by the group to address the Commission and in the event additional matters are to be presented by other persons in the group, to limit the number of persons so addressing the Commission so as to avoid unnecessary repetitions.

d. Discussions: No person, other than a member and the person addressing the Commission shall be permitted to enter into any discussion with the person addressing the Commission without the permission of the Chairperson. No Agenda items shall be discussed nor shall action be taken on same unless a majority of the Commission votes that the need to take action arose subsequent to the Agenda being posted. If the need to take action did not arise subsequent to the Agenda being posted, the item shall be referred to Staff and/or it shall be placed on the next meeting's Agenda for discussion and action.

G. Decorum

a. By Members: When the Commission is in session, the members shall preserve order and decorum and no member shall, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Commission nor disturb any member while speaking or refuse to obey the orders of the Commission or Chairperson, except as provided in these rules.

b. By Other Persons: Any person making personal, impertinent, or slanderous remarks, or who shall become boisterous while addressing the Commission, shall be forthwith, by the Chairperson, barred from further audience at such meeting, unless permission to continue shall be granted by majority vote of the Commission.

c. Attire: Commissioners are to dress accordingly when attending regular meetings. No jeans, hats, sweatshirts, etc. The Commission is representing the youth of Lodi and should display themselves in a professional manner (committee meetings may remain casual).

H. Commission Directives

a. The Commission shall, from time to time, by directive issued by it, establish procedures for the processing of the business of the Commission within the guidelines established by the City Council of the City of Lodi.

Meeting Types/Procedure

A. Regular Meetings

a. The Greater Lodi Area Youth Commission shall hold its regular meetings at 6 p.m. on the second Monday of each month at Hutchins Street Square, 125 Hutchins Street Square, Lodi, California, provided, however whenever the Commission, at a regular meeting, sets a different time and place for its meetings, such meeting shall constitute a regular meeting for all purposes. An Agenda for said meeting(s) shall be forwarded to the City Clerk for posting 72 hours prior to said meeting(s). When any set meeting

time is canceled, the Commission must post a "canceled" meeting notice with the City Clerk for posting 72 hours prior to the canceled meeting.

B. Committee Meetings
   a. Committee meetings are held once a month as needed on the fourth Monday. Committee meetings are at 6:00 p.m. at Hutchins Street Square, 125 Hutchins Street Square, Lodi, California, unless they have been scheduled in advance to meet at another location.

C. Special Meetings
   a. Special meetings may be called at any time by the Chairperson of the Commission or by a majority of the members of the Commission, by serving notice 24 hours in advance of the time, place and purpose of the meeting upon each member of the Commission and by posting an Agenda 24 hours prior to the special meeting.

D. The Brown Act
   a. All meeting of the Commission shall be subject to the provisions of the Ralph M. Brown Act (California Government Code Section 54950 et seq.).