

Yolo Youth Commission Bylaws

- I. Duties of the Youth Commission (“Commission”)
 - a. It is anticipated Youth Commissioners will dedicate at least six hours every month to Commissioner duties as described below, to include but not limited to:
 - i. Relying on funds provided by the Board of Supervisors of the County of Yolo (“Board”), the Commission shall issue annually a request for grant funding proposals from community-based organizations engaged in youth-centered efforts. The nature and scope of proposals will be focused on creating greater connections to the communities of Yolo County and fostering broad-based youth support efforts. While proposals will be funded in several communities, those proposals that include youth groups from multiple towns and areas of Yolo County will be given preferential consideration.
 - ii. The Commission shall be responsible for evaluating grant proposals for youth-led efforts and organizations in Yolo County and developing a grant funding plan for presentation to the Board for acceptance. The plan shall be deemed accepted by the Board unless the Board rejects the plan by a four-fifths vote, in which case the plan will return to the Commission for further consideration prior to re-presentation to the Board.
- II. Membership; Vacancies
 - a. This Commission will be composed of 15 members who will reflect the diversity of Yolo County. Each Supervisorial District of the Board is to have three commissioner seats for their respective district. Commissioners will apply using a common application that will be distributed to schools, youth organizations, and other entities.
 - b. At the time of appointment, Commissioners shall be no younger than 13 and no older than 18 years of age and be a Yolo County resident for their entire term of appointment.
 - c. Commissioners will be appointed for a one-year term and may be reappointed for an additional one-year term. Commissioners are volunteers and serve without compensation.
 - d. A vacancy shall occur upon the death, resignation, removal, or disqualification of any Commissioner (including but not limited to the termination of residency in Yolo County, or the cessation of the status which qualified the member for appointment).
- III. Absence and Removal of Commissioners
 - a. A member with more than two unexcused absences from regular Commission meetings during the twelve-month period will be resigned from the Commission.
 - b. Excused absences may include religious, health, emergencies, and family matters if the Commissioner informs the staff responsible for managing the Youth Commission within 48 hours or as soon as possible.
 - c. Members are allowed two excused absences from Commission Meetings before their appointment is up for reconsideration.
 - d. All Commissioners serve at the pleasure of the Board. As such, they may be removed at any time, and for any or no cause, by a majority vote of the Board.
- IV. Officers
 - a. Chairperson
 - i. Approve the agenda topics
 - ii. Assist in drafting of meeting

- iii. Preside at Commission meetings
- iv. Organize and host Commission meetings
- v. Attend meetings punctually
- vi. Promote consensus
- vii. Prevent anyone from taking over discussions
- viii. Understand the rules of the Commission
- ix. Move through the agenda in a punctual manner
- x. Conduct other commission business
- xi. The Chairperson must always have the appropriate paperwork such as the agenda, meeting minutes, and reports
- b. Vice Chairperson
 - i. Presiding over meetings in the absence of the Chairperson
 - ii. Assisting in drafting of meeting agendas
 - iii. Provide assistance to the Chair
 - iv. Conduct other Commission business
- c. Secretary
 - i. Presiding over meetings in the absence of the Chairperson and the Vice Chairperson
 - ii. Take meeting minutes during Commission Meetings
 - iii. Edit meeting minutes for typos and grammatical errors before presentation for approval to the Commission and strive to have minutes on the next regular Commission meeting agenda.
- d. Treasurer
 - i. Act as liaison to the Commission on grant updates
 - ii. Assist in tracking the finances for grant funds at the county and city levels.
- e. Reporter
 - i. Assist with Social Media presence and content
 - ii. Lead the Youth Commission Monthly Newsletter
 - iii. Provide a list of monthly events youth commissioners can participate in

V. Meetings

- a. Regular Meetings: Commissioners are to meet every other month for business meetings, and as needed, approve standing or ad hoc committees to meet as necessary to fulfill their duties and goals.
- b. As of 2023, regular Youth Commission meetings are every other second Saturday of the month at 12:00 pm. Should a meeting fall during a holiday, the meeting will be moved to the following Saturday.
- c. No meetings will be held on federal or state holidays.
- d. Any actionable items are to be moved forward by simple majority vote of the quorum.
- e. Ralph M. Brown Act: All meetings of the commission, including without limitation, regular, adjourned regular, and special meetings but excluding ad hoc committees comprised solely of less than a quorum of the commission, shall be called, noticed, held, and conducted in accordance with the provisions of the Ralph M. Brown Act (Gov. Code § 54950 et seq.).

VI. Conduct

- a. All members shall conduct themselves in a professional manner when conducting commissioner duties, which includes no profanity and insensitive language.
- b. All Commission meetings will be conducted using the “Rosenberg’s Rule of Order.”

- c. Commission members should always keep the public in mind when conducting business and welcome public participation and input on Commission matters.

VII. Quorum

- a. A simple majority of the appointed members of the commission (i.e., not including vacancies) shall be required to constitute a quorum.
- b. Except for adjournment of the meeting, no action may be taken by the commission unless a quorum is present.

VIII. Order of Business

- a. Call to order
 - i. Roll Call
 - ii. Land Acknowledgement
 - iii. Pledge of Allegiance
- b. Approval and of Agenda and Minutes
- c. Public Comment on items not on the agenda
- d. Optional Icebreaker Activity
- e. Subcommittee and Member Reports
- f. Unfinished/Old Business
- g. New Business
- h. Suggested Topics for Next Meeting's Agenda
- i. Announcements
- j. Adjournment

IX. Amendments

- a. The bylaws may be amended if the changes are presented to the Commission and the public and are approved by the Commission at the next regular Commission Meeting.
- b. Upon approval of the County Board of Supervisors, Amendments shall take effect immediately, unless otherwise stipulated in the Amendment.