

**City of San Jose
Youth Commission Bylaws**

**Article I
PURPOSE**

Section 1. The Youth Commission shall have as its purpose through the implementation of **Section 2.08.4800, San Jose Municipal Code**, and all the other functions and duties as may be **assigned to it by the City Council**.

**Article II
MEMBERSHIP**

Section 1. Any person between the ages of 14-20 years who is a resident of the City of San Jose is eligible for membership on the Youth Commission.

Section 2. There shall be eleven Youth Commissioners. One member shall be selected from each Council District and shall be a resident of the Council District and one member shall be selected at large and shall be a resident of the City of San Jose.

Section 3. Youth Commissioners are appointed by the City Council after completing an application, interview and information meeting with commission staff.

Section 4. Terms of office shall be for two years unless an applicant is appointed to serve the un-expired portion of a term upon resignation of the incumbent with a possibility of a second term.

Section 5. A Commissioner shall be limited to serving two complete terms.

**Article III
OFFICES**

Section 1. The elected officers of the Youth Commission shall be:

- a.** Chairperson
- b.** First Vice-Chairperson
- c.** Second Vice-Chairperson

Section 2. Terms of elected officers shall be for one year beginning on date of the election.

Section 3. Officers shall be elected by the commission. Election results must be public information.

Section 4. The duties of the elected officers shall be:

a. Chairperson

1. Shall preside at all meetings of the Commission.
2. Shall, with the approval of the Commission, appoint persons to positions created by the Commission.
3. Shall supervise the efficient operation of the Commission.

b. First Vice-Chairperson

1. Shall preside and facilitate Commission meetings in the absence of the Chairperson.
2. Shall ensure committees and liaisons are fulfilling their duties and responsibilities.
3. Shall supervise the efficient operation of the Commission.

c. Second Vice-Chairperson

1. Shall preside at Commission meetings in the absence of the Chairperson and First Vice-Chairperson.
2. Shall assist the Chairperson and First Vice-Chair in fulfilling their responsibilities.

d. The executive board shall meet the second Sunday of every month from 11:30am-12:00pm.

**Article IV
MEETINGS**

Section 1. The Commission shall meet in regular business on the fourth Monday (6-8pm) and the second Sunday (12-4pm) of every month, unless otherwise designated by the Commission.

Section 2. Special meetings may be called provided at least three days' notice is given to all Commissioners.

Section 3. Missing more than 45 minutes of a regularly scheduled meeting will be considered an unexcused absence unless commission staff is notified at least 72 hours prior to the meeting.

Section 4. All commissioners are responsible for submitting monthly reports on the first of every month. Failure to submit 3 consecutive reports on time will count as an absence.

**Article V
QUOROM**

Section 1. A majority of currently appointed Commissioners (6) shall constitute a quorum and is necessary for a Commission meeting to be held.

**Article VI
AD HOC Working Teams**

Section 1. All AD HOC working teams must contain a minimum of two and a maximum of four Commissioners.

Section 2. The Chairperson with the approval of the Commission may appoint non-Commissioners to all AD HOC working teams.

Section 3. All commissioners are expected to lead and facilitate one Youth Advisory Council Meeting per month. Youth Advisory Council Meetings are to take place at a Youth Center, library or community center within the district. Youth Commissioners should have a minimum of nine YAC meetings within fiscal year (August – June).

**Article VII
RESIGNATION PROCEDURES**

Section 1. Upon the voluntary or involuntary resignation of a Commissioner, and at least eight weeks prior to the expiration of a Commissioners' terms, the Commission staff shall notify the City Clerk of the appropriate facts and request that publication procedures directed by Council Resolution No. 46796 be instituted, with a deadline for applications requested five weeks hence.

**Article VIII
ATTENDANCE**

Section 1. Commissioners will attend all regularly scheduled and special Commission meetings.

Section 2. Commissioners shall notify the Commission staff if they are unable to make a regularly scheduled and/or a special Commission meeting at least 72 hours in advance unless due to illness or family emergency. Failure to notify commission staff within 72 hours of a regularly scheduled meeting will result in an unexcused absence.

Section 3. Failure to attend three consecutive meetings or failure to attend 25% of regularly scheduled meetings (including excused and unexcused absences) within a calendar year will be deemed as automatic resignation by a Commissioner as indicated in Municipal Code Section 2221.17.

Section 4. Mandatory attendance for school functions will not count against the commissioner as long as 72 hour notice is given to commission staff. Youth Commission Staff will be able to review and approve extra time off on a case by case basis.

Article IX CONDUCT

Section 1. Amendments to these bylaws may be initiated at any time during a regular Commission meeting.

Section 2. Passage of an amendment will require a majority vote (6) of all Commissioners.

Section 3. Amendments shall take effect August 1st, 2009.

4/2009 By-laws amended: