



## **CITY OF MANTECA YOUTH ADVISORY COMMISSION BYLAWS**

### **MISSION STATEMENT:**

The Manteca Youth Advisory Commission is created to enhance communications between youth and City government, to provide a forum for discussion and resolution of issues affecting youth, and to involve youth in a constructive way to address and resolve issues affecting all Manteca residents.

### **PURPOSE:**

The Youth Advisory Commission is created to advise the Mayor, Council and City Recreation Department staff. The Commission shall be advisory in nature and is created for the purpose of providing a youthful viewpoint on a multitude of community affairs. To include:

- Youth recreational and leisure time activities.
- Initiation of programs of general interest to youth.
- Enlist the cooperation of all segments of the community in being more responsive to the youth community.
- Make recommendations and advise the City Council concerning solutions to specific problems involving the youth activities of the community and other issues as requested by the City Council, City staff and members of the Youth Advisory Commission

### **ORGANIZATION:**

Eligibility: High School students, grades 9 through 12, who reside at a Manteca address, who attend a school.

Term: One and/or two years.

### **MEETINGS/ATTENDANCE:**

The Commission shall hold regular meetings on the third Thursday of the month at 6:00 PM. Meetings will be posted in accordance with the Brown Act. If a member misses three unexcused (3) meetings in a row, his or her position on the Youth Advisory Commission shall become vacant and the staff liaison shall so inform the City Clerk. A member who needs to miss a meeting shall inform the staff liaison of the Youth Advisory Commission at least 48 hours before the meeting.

### **REPORTS:**

Reports to the City Council as necessary or requested from the Council. Reports should be made in writing supplemented if desired by oral presentation. All Reports prepared for the

Council shall be submitted to the Manager and / or City Clerk within the time frames established for placing items on the agenda.

### **COMMISSION MEMBERS/QUORUM:**

The Commission shall have a range of no less than six (6) and no more than twelve (12). A quorum shall constitute 51% of those Commissioners on the active roster. An Alternate list shall be established of the remaining applicants not appointed to a regular member seat to assist in the filling of vacancies.

### **RECRUITMENT:**

Advertise in newspapers and notices to all high schools using the application process.

### **METHOD OF APPOINTMENT:**

Members of the Commission shall be appointed by the Mayor with the concurrence of the City Council. Appointments shall be made at the first meeting in September of each calendar year, with terms running from September to August.

### **OFFICERS/DUTIES:**

The Commission members, once appointed, should appoint a Chair, Vice Chair and Secretary.

- 1). Chairperson.
  - a). Shall preside over all meetings of the Youth Advisory Commission
  - b). Exercise supervision over all affairs of the Youth Advisory Commission.
- 2). Vice Chair.
  - a). Act as chairperson in their absence.
- 3). Secretary
  - a). Shall take and distribute minutes of all Youth Advisory Commission meetings.
  - b). Shall be responsible for all Youth Advisory Commission correspondence.

### **CONFLICT OF INTEREST:**

The Commission shall comply with the Conflict of Interest Code of the City of Manteca if deemed legally necessary by the City Attorney.

### **STAFF LIAISON:**

The Parks and Recreation Department Director or their designate shall serve as the advisor to the Youth Advisory Commission.

**REVISED: September 26, 2019**