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**TO:** JAMES L. APP, CITY MANAGER  
**FROM:** BARBARA PARTRIDGE, DIRECTOR LIBRARY & RECREATION SERVICES  
**SUBJECT:** ESTABLISHMENT OF YOUTH COMMISSION  
**DATE:** AUGUST 17, 1999

**Need:** For the City Council to consider establishing a Youth Commission as an advisory body to the City Council.

- Facts:**
1. The City of Paso Robles operates a number of advisory bodies which communicate to the City Council about issues concerning the airport, library, parks and recreation, planning, and senior citizens.
  2. Paso Robles youth comprise approximately 30% of the population, yet do not have a formal channel of communication with the City Council.
  3. The City Council's actions directly affect the entire community, including Paso Robles youth.
  4. A formal Youth Commission would give Paso Robles youth the opportunity to communicate about issues concerning them to the City Council.
  5. The Youth Commission could be instrumental in researching, suggesting and reviewing policies, programs and services related to youth issues in Parks, Library and Recreation Services, such as policies for a skateboard park, new programs designed for youths, including aquatics, sports, cultural arts, dances, music, and young adult Library programs.

**Analysis and Conclusion:** The Youth Commission would operate as a formal City advisory body, with bylaws as the general rules for membership, purpose, officers, terms of office, regular meetings, actions, and amendment policies. The Commission would be responsible for researching the needs and interests of Paso Robles youth, promote an understanding of community affairs among the youth, and share information with the City Council primarily on matters related to Parks, Library and Recreation Services. The Paso Robles Youth Commission would operate in conjunction with the Paso Robles Department of Library and Recreation Services.

**Policy Reference:** None.

**Fiscal Impact:** None.

- Options:**
- a. Authorize attached Resolution No. 99-xxx, establishing the Paso Robles Youth Commission.
  - b. Amend, modify, or reject the above

**RESOLUTION NO. 99-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL ESTABLISHING  
THE PASO ROBLES YOUTH COMMISSION**

WHEREAS, Paso Robles has an active, interested and intelligent youth community; and

WHEREAS, the City Council's actions directly affect the entire community, including Paso Robles' youth; and

WHEREAS, Paso Robles youth community is capable of and interested in participating in a meaningful way in the community's governance; and

WHEREAS, Paso Robles youth do not have a formal channel of communication with the City Council; and

WHEREAS, a formal Youth Commission would give Paso Robles' youth the opportunity to contribute to the community through participation in the City government particularly in youth issues related to Parks, Library and Recreation Services.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby establishes the Paso Robles Youth Commission which shall serve and be governed as follows:

1. The Paso Robles Youth Commission shall be a communication liaison between Paso Robles' youth community and the Council; research the needs and interests of Paso Robles' youth; and advise the City Council on youth issues related to Parks, Library and Recreation Services.
2. The Bylaws of the Paso Robles Youth Commission will be the general rules for the establishment and governing of the Paso Robles Youth Commission. Herewith attached are the Bylaws of the Paso Robles Youth Commission, which set forth the name, purpose, membership, officers, terms of office, regular meetings, parliamentary procedure, actions, and amendment policies.

BE IT FURTHER RESOLVED that the Paso Robles Youth Commission will be an official advisory committee operating under the auspices of the City of Paso Robles and the Paso Robles Department of Library and Recreation Services.

Passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_ 1999, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
Duane J. Picanco, Mayor

ATTEST:

\_\_\_\_\_  
Sharilyn M. Ryan, Deputy City Clerk

## YOUTH COMMISSION

The Paso Robles Youth Commission will be a communication liaison between Paso Robles' youth community and the City Council; research the needs and interests of Paso Robles' youth; promote an understanding and appreciation of community affairs among the youth of Paso Robles; and advise the City Council on youth related issues.

### DUTIES:

- A. Identify and report to the City Council on youth needs and priorities in the City of Paso Robles; remain informed regarding the programs providing youth services to the community.
- B. Research and formulate proposed policies, programs, and services designed to meet the needs of the youth in the community of Paso Robles primarily related to Parks, Library and Recreation Services, such as policies for a skateboard park, new programs designed for teens, including aquatics, sports, cultural arts, dances, music, young adult library programs, and more.
- C. Review and evaluate youth related policies and services, and suggestions.

### MEMBERSHIP:

- A. The Youth Commission shall consist of nine youth, plus two alternate members. All commissioners shall be reside in the general area of the City of Paso Robles.
- B. The Youth representatives shall be chosen from grades 9 - 12 and enrolled in a Paso Robles school. Seniors may serve final year after graduation.
- C. The alternate representatives shall serve as voting members at Commission meetings only in the absence of a primary voting member. Alternate members may serve as voting members of any Commission subcommittee. With approval by the City Council, an alternate member may complete a term of office vacated by a member.
- D. Commission members shall be appointed for two year terms. Commissioners may be appointed to two consecutive terms.
- E. Commissioners shall serve without compensation.

### APPOINTMENT OF COMMISSIONERS:

- A. Members of the Youth Commission and the alternate members shall be appointed by a majority of City Council.
- B. Appointment of Commission members under the age of 18 years shall be contingent upon written permission from the appointee's parent or guardian.
- C. Commissioners shall be subject to an attendance requirement; which is, any member who is absent from more than one third of the Commission's regular meetings in any six month period shall be deemed to have vacated the position.

### MEETINGS:

The Commission shall meet at least once monthly from September through May, unless a scheduled meeting date falls on a school holiday. The Commission may meet during the summer months or more than once monthly if it so desires. The meeting time and place shall be selected to accommodate the students' school activities.

**MEETINGS PUBLIC:**

The Commission's meetings shall be open and public, in accordance with the Brown Act; agendas shall be prepared, posted, and minutes shall be kept.

**OFFICERS:**

- A. The Commission shall, by majority vote, appoint a chairperson, vice chairperson, and recording secretary from its membership. Officers shall serve one year terms; no officer shall serve more than two terms in any one position.
- B. The Chairperson shall be responsible for the conduct of meetings, the preparation and approval of agendas, and other duties normally associated with a Chairperson.
- C. The Vice Chairperson shall perform those duties assigned by the Chairperson, and shall act for the Chairperson in the latter's absence.
- D. The Recording Secretary shall take minutes at the regular meetings and turn minutes in to the Paso Robles Department of Library and Recreation Services to be channeled appropriately.

# BY LAWS FOR THE PASO ROBLES YOUTH COMMISSION

## ARTICLE I

### NAME

This committee shall be known as the Paso Robles Youth Commission.

## ARTICLE II

### PURPOSE

The purpose of the Paso Robles Youth Commission is to serve as an advisory committee to the City Council representing the youth of Paso Robles.

## ARTICLE III

### MEMBERSHIP

The Committee shall consist of 9 members and two alternates appointed by the City Council of the City of El Paso de Robles. The members will be chosen from applicants in high school, grades 9 through 12 and enrolled in a Paso Robles school.

## ARTICLE IV

### OFFICERS

Officers shall consist of a Chairperson, Vice Chairperson, and a Recording Secretary to be appointed by majority vote of the committee.

## ARTICLE V

### TERMS OF OFFICE

The normal term of office shall be for two years running from July 1 to June 30. Members may serve two terms of office, if they so desire, by special sanction of the City Council.

## ARTICLE VI

### REGULAR MEETINGS

The Youth Commission shall meet in regular session once a month on the \_\_\_\_\_ day of each month from September through May, unless a scheduled meeting date falls on a school and or City holiday. In such case, they shall meet on the same day of the week following. The meeting time and place shall be selected to accommodate the students' school activities.

## ARTICLE VII

### PARLIAMETARY PROCEDURE

The Robert's Rules of Order shall govern procedures of the Paso Robles Youth Commission.

**ARTICLE VIII**

**ACTIONS**

- (A) A quorum exists if 5 or more members are present at any one meeting.
- (B) A majority vote of the members present shall be required to carry any proposed motion or resolution.
- (C) Under no circumstances is any member to take any action or make any statements committing the Committee as a whole unless given authority to do so by vote of the Committee.
- (D) All written communications to outside groups shall be sent out over the signature of the Chairperson with approval of the majority.

**ARTICLE IX**

**AMENDMENTS**

These policies and procedures may be amended from time to time by the City Council upon recommendation by the Paso Robles Youth Commission.

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Mayor \_\_\_\_\_

Date \_\_\_\_\_

City Manager \_\_\_\_\_