



Council Agenda Report

From: Lynda Plescia, Recreation Services Manager

Subject: Youth Commission – Amend Bylaws

Date: February 20, 2018

Facts

1. Established in 1999, the Paso Robles Youth Commission is an advisory body to City Council regarding issues relevant to local youth.
2. At the December 6, 2017 meeting of the Paso Robles Youth Commission, commissioners voted to amend their bylaws as follows:
 - a. Add *Recruitment Chair* under Article IV Officers.
 - b. Add the following duties to officer positions under Article IV Officers: *Chairperson shall be responsible for conducting meetings; Vice-Chair shall be in charge of communications; Secretary shall be responsible for taking meeting minutes; and Recruitment Chair shall be responsible for promotions.*
 - c. Remove *from September through June* under Article VI Regular Meetings.

Options

1. Take no action.
2. Adopt resolution 18-XXX, amending the Paso Robles Youth Commission Bylaws to add a Recruitment Chair and officer duties under Article IV, and to remove *from September through June* under Article VI.
3. Amend, modify, or reject the options above.

Analysis and Conclusions

The Paso Robles Youth Commission recommends bylaws changes consistent with recent efforts to facilitate recruitment better define officer responsibilities and provide year-round service to the community. Amending the bylaws to achieve these worthy goals is reasonable and recommended.

Fiscal Impact

None

Recommendation

Adopt resolution 18-XXX, amending the Paso Robles Youth Commission Bylaws to add a Recruitment Chair and officer duties under Article IV, and to remove *from September through June* under Article VI.

Attachments

1. Youth Commission meeting minutes of 12/6/17.
2. Youth Commission bylaws including draft amendments.
3. Resolution 18-XXX



MINUTES OF THE PASO ROBLES YOUTH COMMISSION

Wednesday, December 6, 2017, 2:30 p.m.

Centennial Park White-Oak room
600 Nickerson Drive, Paso Robles, CA 93446

CALL TO ORDER (Chair, Mason Seden-Hansen) 2:40 p.m.

ROLL CALL

Members present: Lauren Athey, Sophia Baer, Joseph Cantrell, Valeria Cisneros, Katherine Dickinson, Araceli Gomez, Mark Martinez, Josh Ramos, Mason Seden-Hansen, Cori Southward, Ysabel Wulfinf

Absent: Brian Morales

City staff present: Lynda Plescia

City Council present: John Hamon

Absent: Steve Martin

PRJUSD present: Joan Summers

Absent: Kristen Shouse

PUBLIC COMMENT – None.

CONSENT AGENDA -Items on the Consent Agenda are considered routine, and, therefore do not require separate discussion. However, if discussion is necessary, or if a member of the public wishes to comment on any item, the item may be removed from the Consent Agenda and considered separately. Questions of clarification may be made by the Advisory members without removal from the Agenda.

1. **Approved Minutes of November 1, 2017 meeting** (Seden-Hansen)
Moved and seconded by Baer/ Cantrell to approve the minutes of the November 1, 2017 meeting- motion carried.

2. **Council Summary Report**
November 7 and November 21, 2017
Received and Filed

BUSINESS ITEMS

3. **Teambuilding Activity-** (Seden-Hansen)
Committee break-out sessions- the following chairpersons were selected for each group:

- Katherine- Advocacy
- Joe- Community Service
- Ysabel- Promotion
- Mason- Revise Bylaws
- Cori- Youth Summit

4. **Advocacy-** (Seden-Hansen)
 - Advocacy Opportunity Report
 - City Council meeting sign-up

5. **Community Service-** (Seden-Hansen)
 - Salvation Army bell ringing
 - Santa's Sleigh

Paso Robles Youth Commission Advisory Committee Minutes of December 6, 2017

Attachment #1

- Toy Bank
- MLK Celebration
- Volunteer Activities Available
- Adopt a Park

6. **Revise Bylaws** (Seden-Hansen)

Revise the bylaws as follows:

Article 4-

- Include a Recruitment Chair
- Include duties of each officer position
 - Duties:**
 - a) Chairperson shall be responsible for conducting meetings
 - b) Vice-Chair shall be in charge of communications
 - c) Secretary shall be responsible for taking meeting minutes
 - d) Recruitment Chair shall be responsible for promotions

Article 6-

- Remove text ‘from Sept – June’ regarding the regular meeting schedule.

ROLL CALL VOTE: Moved and seconded by Dickinson/Wulfig to revise bylaws- motion carried.

CITY STAFF AND COUNCIL COMMENTS:

- Lynda Plescia, Recreation Services Manager

COUNCILMEMBER REPORT:

- John Hamon

SCHOOL BOARD COMMENTS:

- Joan Summers

COMMISSIONER COMMENTS

ADJOURNMENT

Chair Seden-Hansen adjourned meeting at 4:12 p.m.

Next regular meeting on Wednesday, January 10, 2018, 2:30 p.m., at Centennial Park White Oak room, 600 Nickerson Drive, Paso Robles.

THESE MINUTES WERE APPROVED BY THE YOUTH COMMISSION ADVISORY COMMITTEE AT THEIR JANUARY 10, 2018 MEETING

Respectfully submitted by Sharon Williams, Administrative Assistant

2018 Sub-Committees

1. **Advocacy Committee** (Araceli, Katherine, Mason, Valeria)
2. **Community Service Committee** (Joe, Lauren, Mark, Sophia)
3. **Promotion Committee** (Josh, Lauren, Mark, Ysabel)
4. **Revise Bylaws Committee** (Brian, Cori, Mason, Valeria)
5. **Youth Summit Committee** (Brian, Cori, Katherine, Ysabel)

BYLAWS 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 3 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 they shall reside in the general area of Paso Robles and be enrolled in Paso Robles School District.

ARTICLE IV

OFFICERS

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

Duties:

- a) Chairperson shall be responsible for conducting meetings
- b) Vice-Chair shall be in charge of communications
- c) Secretary shall be responsible for taking meeting minutes
- d) Recruitment Chair shall be responsible for promotions

ARTICLE V

TERMS OF OFFICE

The normal term of office shall be for two years running from July 1 to June 30, except incoming seniors will serve one-year terms. 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 the first Wednesday once a 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.

Mayor _____

Date _____

City Manager _____

RESOLUTION NO. 18-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES
AMENDING THE PASO ROBLES YOUTH COMMISSION BYLAWS

WHEREAS, the Paso Robles Youth Commission was established in 1999 as an advisory body to City Council regarding issues relevant to local youth; and

WHEREAS, at the December 6, 2017 meeting of the Paso Robles Youth Commission, commissioners voted to amend their bylaws as follows:

- a. Add *Recruitment Chair* under Article IV Officers.
- b. Add the following duties to officer positions under Article IV Officers: *Chairperson shall be responsible for conducting meetings; Vice-Chair shall be in charge of communications; Secretary shall be responsible for taking meeting minutes; and Recruitment Chair shall be responsible for promotions.*
- c. Remove *from September through June* under Article VI Regular Meetings.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of El Paso de Robles to amend the bylaws of the Paso Robles Youth Commission as follows:

- a. Add *Recruitment Chair* under Article IV Officers.
- b. Add the following duties to officer positions under Article IV Officers: *Chairperson shall be responsible for conducting meetings; Vice-Chair shall be in charge of communications; Secretary shall be responsible for taking meeting minutes; and Recruitment Chair shall be responsible for promotions.*
- c. Remove *from September through June* under Article VI Regular Meetings.

APPROVED by the City Council of the City of Paso Robles this 20th day of February, 2018 by the following vote:

AYES:
NOTES
ABSTAIN:
ABSENT:

Steven W. Martin, Mayor

ATTEST:

Kristen L. Buxkemper, Deputy City Clerk