CITY OF ALAMEDA
YOUTH ADVISORY COMMISSION
BYLAWS

ARTICLE I
MISSION STATEMENT

Section 1: The purpose of Alameda Youth Advisory Commission is to provide City policymakers with the unique perspective of the community's youth on municipal issues and matters of concern to young people, to provide a forum for discussion regarding how the City can better serve its youth, and to encourage the participation of youth in local government.

The Commission shall have the power and it shall be its duty to:

A. Advise the City Council on all matters pertaining to the programs, activities, facilities and services of interest or concern to the Youth of the City of Alameda.

B. Adopt rules for the proper conduct of its affairs.

C. Hold regular meetings for the transaction of its business six (6) times a year on a schedule provided for in its rules, and special meetings at such other times as may be appropriate.

D. Prepare a report annually on the Commission's analysis of how well the City of Alameda is meeting the needs of its youth and what can be done by the City to better serve the interests of youth.

E. Select from its regular membership a Chairperson and a Vice Chairperson, who shall serve in such office for a term of one (1) year commencing October 1, and until their successors are selected and qualified. The Director of Recreation and Parks shall serve as Secretary to the Commission.

ARTICLE II
MEMBERSHIP

Section 1: All members of the Commission shall, at the time of their appointment and continuously during their incumbency, be residents of, or attend a school within the City, and be at least the age of fourteen (14) at the time they take office and no older than twenty (20) at the time they complete their two (2) year term of office or any reappointment for additional service.

Section 2: The Commission shall consist of eleven (11) regular members, and one (1) ex officio member who shall be the City Manager or his/her designee and who shall not be entitled to vote at any meetings or other proceedings.

Section 3: The eleven (11) regular members shall, upon nomination of the Mayor, be appointed by the City Council.

Section 4: The term of such members shall be for (2) years and thereafter until the successor of such member is appointed and qualified. A vacancy in the office of any such member shall be filled for the unexpired term by appointment in the manner hereinabove set forth. A regular member may be removed by the affirmative vote of three (3) members of the City Council.

Section 5: A Commissioner shall be limited to serving two-two year complete terms (4 years total).

ARTICLE III
OFFICERS

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

A. Chairperson

B. Vice-Chairperson

C. Secretary

The Alameda Recreation and Park Director or designee will be the designated Secretary of the Youth Commission.

Section 2: Terms of elected officers (Chair, Vice Chair) shall be for one year with no more then two one-year terms, which begin in September.

Section 3: Officers shall be elected at the first regularly scheduled meeting in September of each year.

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

A. Chairperson
   1. Shall preside and facilitate all meetings of the Commission.
   2. Shall ensure all meetings are run smoothly, efficiently, and in order.

B. Vice-Chairperson
   1. Shall preside and facilitate Commission meetings in the absence of the Chairperson.
   2. Shall ensure all meetings are run smoothly, efficiently, and in order.

C. Secretary
   1. Prepare Agendas, Minutes for the Youth Advisory Commission.
   2. Provide administrative support.
   3. Shall ensure all meetings are run smoothly, efficiently, and in order.

ARTICLE IV
MEETINGS

Section 1: The Commission shall meet for regular business on the second Tuesday, of each month unless otherwise designated by the Commission. All meetings of the Commission shall be open to the public and properly noticed under the Brown Act.

Section 2: Special meetings may be called, provided at least 72 hours public notice is given.

Section 3: All Commissioners are expected to attend meetings. In the event a Commissioner will miss a meeting, Commissioners are required to notify STAFF at least 24 hours in advance.

Section 4: In the event that BOTH the Chairperson and Vice-Chairperson are absent, and a Quorum is met, STAFF will commence the Commission meeting by appointing another Commissioner to preside over the meeting.

Section 5: Meeting will be canceled in the event of lack of Quorum.

ARTICLE V
QUOROM

Section 1: A majority of current appointed Commissioners (51% OF CURRENT MEMBERS) shall constitute a quorum and is necessary for a Commission meeting to be held.

ARTICLE VI
RESIGNATION PROCEDURES

Section 1: Members resigning from a Commission should submit a letter of resignation to the Secretary of the Commission (ARPD Director).

ARTICLE VII
ATTENDANCE

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

Section 2: Commissioners shall notify CITY STAFF if they are unable to make a regularly scheduled and /or a special Commission meeting.

Section 3: Failure to attend three consecutive meetings will be deemed as automatic resignation by a Commissioner.

Section 4: Commission membership shall terminate upon one of the following conditions:

1) Expiration of term.
2) Voluntary Resignation.
3) Failure to attend 75% of meetings.
4) Missing three consecutive meetings held during any 12-month Commission period, whether excused or not excused. The Chair may seek a member's resignation if a member does not attend the prescribed number of meetings.

ARTICLE VIII
AMENDING BY-LAWS

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

Section 2: Passage of an amendment will require a majority vote (51% OF CURRENT MEMBERS).

Section 3: Amendments shall take effect immediately unless otherwise stipulated in the amendment.