

**PROCEDURAL RULES OF THE SAN MATEO COUNTY YOUTH
COMMISSION**

Rule 1 Authority and Purpose.

These Procedural Rules of the San Mateo County Youth Commission (hereafter the YC) are adopted pursuant to the San Mateo County Board of Supervisors Resolution No. 69276, which sets forth the Standing Rules for County Boards, Commissions, and Advisory Committees. These Rules of Procedure shall be submitted to the County Counsel for review and approval, and thereafter filed with the Clerk of the Board of Supervisors.

Rule 2 Members.

Section 2.1 General.

The Youth Commission was created by the Board of Supervisors Resolution No 57588 adopted September 21, 1993, amended by Resolution 59609 adopted August 22, 1995, and amended by Resolution 65027 adopted January 15, 2002. The members, the members' terms, and the members' duties are as set forth in the Board of Supervisors resolutions, and in the event of an inconsistency, such Board Resolutions, as such resolutions may be amended from time to time, will take precedence over these Rules.

Section 2.2 Number.

The YC may consist of up to 25 voting members; provided that such members shall be increased if necessary to be consistent with the Board's Resolutions.

Section 2.3 Appointment.

All members shall be appointed by the Board of Supervisors of San Mateo County (hereafter the Board) and shall serve at the pleasure of the Board.

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Section 2.4 Length and Limitation of Terms.

Members shall serve one-year terms of office up to four terms. At the conclusion of a term, a member may be reappointed to another one-year term. A member's term of office will expire in less than one year in the event that, during the period of such term the member reaches the age of 21. Individuals are eligible for appointment to the Youth Commission beginning at age 13.

Section 2.5 Dates of Terms.

Terms are for a fixed period. They shall begin on July 1st, and end on June 30th. The fact that a member may be appointed or begin his or her service after July 1st will not extend the member's term beyond June 30th of the following year.

Section 2.6 Resignation.

Any member may resign effective on giving written notice to the Clerk of the Board of Supervisors, unless the notice specifies a later time for his or her resignation to become effective. The acceptance of a resignation shall not be necessary to make it effective. As a courtesy, the Commission Chairperson and the Commission staff should be notified.

Section 2.7 Removal.

Any member appointed by the Board may be removed from office at any time for any reason, given or not given by the Board.

Section 2.8 Vacancies.

Any vacancy on the YC, however created, may be filled for the unexpired term by appointment by the Board.

Section 2.9 Action by the Board.

Notwithstanding the foregoing, the qualifications, term, and other conditions of YC membership shall be as determined from time to time by action of the Board.

Section 2.10 No Individual Authority.

Individual Commissioners may not present themselves as representing the Commission, unless approved, in advance, by the Commission. At no time should Commissioners approach (as a representative of the Commission) any elected official or County Department Head or County Division Director prior to receiving approval by the Commission.

Rule 3 Executive Board.

Section 3.1 Officers.

The Officers shall be Chair, Vice Chair, Secretary, and Annual Project Chairs. Members may hold up to two officer positions in one term. The officers shall be elected annually, and shall serve for one-year terms, for a maximum of two years in the same position. All officers are expected to attend Executive Board meetings.

Section 3.2 Chair and Vice Chair.

The Chair shall preside at all meetings of the full YC. In the absence of the Chair, the Vice Chair shall take on all duties of the Chair and shall have all of the authority of the Chair. The Chair and Vice Chair shall be elected annually at the last meeting of the preceding year.

Section 3.3 Secretary.

The Secretary shall take notes at all meetings of the full YC. In the absence of the Chair and Vice Chair, the Secretary shall take on all duties of the Chair and shall have all of the authority of the Chair. The Secretary shall be elected annually by the second public meeting. In the absence of the Secretary, any member of the YC may volunteer to take notes during the course of a meeting of the full YC.

Section 3.4 Annual Project Chairs.

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Each Annual Project Chair shall preside at his or her respective project committee meeting. If the Chair is absent or unable to act at his or her meeting, the members present shall select one of the committee members to act as Vice Chair, who, while so acting, shall have all of the authority of the Chair. The Annual Project Chairs shall be elected by the second public meeting of the year.

Rule 4 Meetings.

Section 4.1 Regular and Special Meetings.

The date, time and place of regular meetings shall be established by YC staff. The YC shall hold at least 16 regular meetings each calendar year. Special meetings shall be held at any time and place at the call of the Chair or a majority of the authorized number of members.

Section 4.2 Open and Public.

Meetings shall be open and public and all persons shall be permitted to attend, except for closed sessions, all as required and permitted by applicable law.

Section 4.3 Notice.

Notice of meetings shall be as specified in the Government Code §54950 *et seq* (the “Brown Act”).

Section 4.4 Attendance and Participation.

Members must attend the regular meetings of the YC and all committees, whether standing or ad hoc, to which they are appointed and shall contribute their time and special abilities as may be required for the benefit of the YC. If a Member is unable to attend a meeting, they must give staff 24 hour notice in advance of the meeting. Failure to attend a meeting without first notifying the YC Staff shall, except in cases of emergency or extreme hardship, be treated as an unexcused absence. If a member has more than two (2) consecutive absences at regular meetings, and/or four (4) absences over the course of the

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term, they may be subject to removal, which is done by Executive Board recommendation to the Board of Supervisors.

Section 4.5 Quorum.

A majority of the voting members of the YC shall constitute a quorum for the transaction of business at any regular or special meeting of the YC. A majority of the voting members of a committee present shall similarly constitute a quorum for the transaction of business at any meeting of a committee.

Section 4.6 Meeting Agendas.

The YC Staff shall prepare an agenda for every meeting, which shall set forth a brief general description of each item of business to be transacted or discussed at the meeting and the time and location of the meeting. Each agenda for a regular meeting shall provide an opportunity for members of the public to address the YC directly on items of interest to the public that are within the subject matter jurisdiction of the YC. At least 72 hours before a regular meeting, the agenda shall be posted in the Hall of Justice and Records, at a location designated by the Clerk of the Board. No action shall be taken at a regular meeting on any item not appearing on the posted agenda; provided, however, that the Members may take action on items of business not appearing on the posted agenda if: (1) the YC determines by a majority vote that an emergency situation exists under California Government Code section 54956.5; (2) the YC determines by a two-thirds vote, or, if less than two-thirds of the Members are present, by a unanimous vote of those Members present, that there is an immediate need to take action and that the need to take the action came to the attention of the YC subsequent to the posting of the agenda; or (3) the item was included in the posted agenda for a meeting of the YC occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken. At least 24 hours before a special meeting, the Staff shall cause the agenda for the meeting to be posted with the call and notice of the meeting at the Hall of Justice and Records, or, as

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determined by duly adopted resolution of the YC, any other location that is freely accessible to members of the public. No business not set forth in the posted agenda shall be considered by the YC at such special meeting.

Section 4.7 Conduct of Business.

The items on the agenda shall be considered in order unless the Chair shall announce a change in the order of consideration. Unless an agenda item identifies a particular source for a report, the Chair or YC Staff shall present the item, after which members may comment, and then the topic shall then be open to public comment upon recognition of the speaker by the Chair.

Section 4.8 Resolutions.

All official acts of the YC shall be taken and authorized by vote or by resolution, adopted on motion, duly made, seconded and adopted by vote of the Members.

Section 4.9 Voting.

All resolutions to the YC shall be adopted by the affirmative vote of the majority of the Members, constituting a quorum, present and voting except as otherwise provided by law or these procedural rules.

Section 4.10 Disqualification from Voting.

A Member shall be disqualified from voting on any resolution relating to a transaction in which he or she has a financial interest, as required by law and the Conflict of Interest Policy of the YC.

Section 4.11 Minutes.

A designated person on each committee and for the full YC shall prepare the minutes of his or her respective meeting. The minutes shall be an accurate summary of the YC's or

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committee's consideration of each item on the agenda and an accurate record of each action of the YC. At a subsequent meeting, the minutes shall be submitted for approval by a majority vote of Members in attendance at the meeting covered by the minutes. When approved, the minutes shall be kept with the record of proceedings of the YC.

Section 4.12 Closed Sessions.

The YC shall meet in closed session only as permitted by applicable law. The YC shall report the actions taken at closed session to the public as required by applicable law. A closed session minutebook shall be established and maintained for minutes of all closed sessions which shall reflect only on the topics of discussion and decisions made at the session. The closed session minutebook shall be kept confidential and not be a public record and shall be available only to the Members, except as otherwise required by applicable law.

Section 4.13 Public Records.

All documents and records of the YC, not exempt from disclosure by applicable law, shall be public records under the California Public Records Act (California Government Code Section 6250 et seq).

Rule 5 Committees and Liaisons.

Section 5.1 Standing Committees.

The standing committee shall be the Executive Board. Executive Board shall meet monthly and be made up of the YC Officers.

Section 5.2 Ad Hoc Committees.

The YC may by resolution, from time to time, create ad hoc committees and appoint the members to such committees as it deems necessary to carry out its purposes.

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Examples of ad hoc committees include, but are not limited to, YC Annual Project Committees which may vary from year to year; Youth Conference Planning Committee and Procedural Rules Committee. Every Member is expected to serve on an Annual Project Committee and is required to attend all meetings of their assigned Annual Project Committee. Members will determine Annual Project Committee placement in September. Each Member is expected to remain on his or her Annual Project Committee for the duration of that term. All members of an Annual Project Committee will contribute to the development and implementation of a corresponding project. Said project will be determined by a majority vote of the Annual Project Committee members. There may be no more than five Annual Project Committees in a given year.

In addition to mandatory placement on one Annual Project Committee, YC members may serve on additional ad hoc committees. Membership to additional ad hoc committees shall be on a volunteer basis and assigned at the direction of the Chair during a regular meeting of the YC.

Section 5.3 Meetings.

Regular meetings of the committees shall be held at such times and places as are determined by the Chair(s) of each committee. Special meetings may be held at any time and place as may be designated by the Chair, YC Staff, or the majority of the members of the committee. A majority of the authorized number of the members of the committee of shall constitute a quorum for the transaction of business.

Section 5.4 Open and Public.

Meetings of the standing committees will be open and public.

Section 5.5 Boards and Commissions, and County Initiative Liaisons.

YC Members have the option of being placed on a San Mateo County Board, Commission, or Initiative as determined by YC Staff, YC Members, and County Boards and Commissions. YC Members are to serve as Members of the specified Board,

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Commission or Initiative pursuant to the San Mateo County Board of Supervisors Resolution No. 69276, unless otherwise provided by law. Every Liaison may be given an Adult Ally from their respective placement.

Rule 6 Conflict of Interest Policy.

A Member of the YC shall not make, participate in making, or in any way attempt to use the Member's position to influence a decision in which the Member knows or has reason to know the Member has a financial interest.

Rule 7 Annual Work Plan.

The YC will develop an annual work plan and submit an annual report for the Board of Supervisors.

Rule 8 Oath of Office.

Before beginning service, each Member will take an oath of office, to be personally administered by an officer of the County authorized to administer such oaths. Members may take the oath of office, by appointment only, after July 1. A group swearing in and oath of office will also occur at the annual retreat. If a Member is unable to attend the retreat to be sworn in, they have 5 business days to make arrangements to take the oath of office thereafter. Failure to take the oath of office may result in removal by the Board.

Rule 9 Amendment of Procedural Rules.

These Rules may be amended only by a resolution of the YC at any meeting of the YC.

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