

YOUTH COMMISSION

BYLAWS

Adopted June 28, 2022, by Resolution No. 2022-290;
Amended June 25, 2024, by Resolution No. 2024-237

Article I. Definitions

Section 1.01 There is a Commission created to be known and designates as the Modesto Youth Commission

Section 1.02 As used in these Bylaws, unless a different meaning clearly appears from the context:

(a) “Member” shall mean a member of the Youth Commission.

(b) “Youth Commission” and “Commission” shall mean the Youth Commission.

(c) “Regular Meeting” shall mean the monthly Commission meetings.

Article II. Mission Statement and Objectives

Section 2.01 Mission Statement:

The mission of the Modesto Youth Commission is to provide Modesto young people from diverse walks of life with the opportunity to participate actively in the governmental process, to provide advice and input on matters impacting youth, and act as liaison between the youth of Modesto and the City Council on matters affecting the quality of life for all youth.

Section 2.02 Vision Statement

To expand civic participation opportunities to diverse youth to share ideas, recommendations, and youth perspective in the development of City of Modesto programs and policies that affect their lives.

To educate youth through guidance and meaningful participation in the processes of civic engagement including the procedures for advocacy, collaboration, communicating the needs of youth, decision-making, leadership, and planning.

Section 2.03 Power and Duty

The Commission has the power and duty to:

- (a) Act in an advisory capacity to the City Council and the City Manager in matters pertaining to youth, and to initiatives, policies and programs impacting the youth in the City of Modesto;
- (b) Formulate and recommend programs to the City Council relating to the concerns and needs of youth in the City of Modesto;
- (c) Promote engagement from nonprofits, neighborhood associations, and other groups to promote and provide better youth services and increase opportunities for youth engagement in the community;
- (d) Work with other youth organizations in the City of Modesto and other communities to share ideas and strategies for increased youth engagement;
- (e) Act in an advisory capacity to other City commissions in matters of youth-related concerns and programs;
- (f) Receive reports from City staff on ongoing efforts and strategies that have been established by the city related to youth activities, including but not limited to those implemented as solutions to problems encountered by youth; program development or improvement to eliminate gaps in service to youth; programs created or improved to provide access to resources; programs developed or improved to encourage youth participation and include the unique youth voice;
- (g) Work with City staff to promote better youth services and to find solutions to concerns involving youth in the City of Modesto.

Article III. Membership

Section 3.01 The Youth Commission shall consist of seventeen (17) qualified persons, comprised of the following:

Seat Designation	Term
Chairperson	One year, voted by simple majority of commission.
Vice Chairperson	One year, voted by simple majority of commission.
Commissioners (All Seventeen Commissioners)	Two years, appointed by City Council.

Section 3.02 Eleven (11) members of the Commission shall be from one of the schools outlined below, with one seat designated per school, and six (6) seats for members at-large. If no qualified applications are received from a school listed below, that seat will convert to an at-large position for the remainder of the school year.

- (a) Beyer High School, Big Valley Christian School, Central Catholic High School, Davis High School, Downey High School, Elliot Alternative Education Center, Enochs High School, Gregori High School, Johansen High School, Modesto Christian School, Modesto High School

Section 3.03 Youth Commissioners must either:

- (a) Be a full-time student enrolled in a City of Modesto high school; or
- (b) Be a full-time student enrolled in a homeschool program with accredited curriculum and reside within the boundaries of the City of Modesto.

Section 3.04 No Member of the Commission shall be an employee of the City, nor of any bargaining unit for employees of the City, nor a person who receives compensation from the City.

Section 3.05 All appointments to the Commission shall be recommended by the City's Appointments Committee and approved by the City Council.

Section 3.06 No Member of the Commission shall be a relative, by blood or marriage within the third degree of the Mayor, a Councilmember, a Charter Officer, or any Department Director or Deputy Department Director.

Article IV. Terms of Office

Section 4.01 Members may serve no more than two (2) consecutive full terms or past graduation, whichever comes first.

Section 4.02 A full term is two (2) years in duration.

Section 4.03 A partial term over one (1) year shall be considered a full term for purposes of Section 4.01.

Section 4.04 Full term appointments begin on September 1 and expire on August 31.

Section 4.05 Members not eligible for reappointment may continue to serve until their successors are appointed. No member shall serve more than four (4) consecutive years.

Section 4.06 The Members of the Commission shall receive no compensation for the performance of their official duties.

Section 4.07 Appointments to fill vacancies on the Commission shall be handled in the same manner as the original appointments pursuant to Section 3.05. When a vacancy occurs during a term, the appointment to fill such vacancy shall be for the unexpired portion of the term.

Section 4.08 Members of the Commission may be removed by a majority vote of the City Council after a recommendation by the Commission Chairperson for the following reasons:

- (a) Misconduct, inefficiency, or willful neglect in the performance of their duties providing the Member is first provided in writing the reasons for such removal and gives the Member the opportunity to be heard before the City Council in their own defense.
- (b) Refusal to resign from the Commission when no longer eligible for membership or when a conflict of interest exists.

Article V. Attendance at Meetings

Section 5.01 It shall be the responsibility of each Member to know the dates and times of all Commission Meetings. If a Members knows they will not be able to attend a regularly scheduled meeting, it shall be his or her responsibility to notify the Commission Secretary at least forty-eight (48) hours before the meeting, in order for the absence to be recorded as an excused absence.

Section 5.02 The minutes of each meeting will list those Members in attendance, those who are excused, and those who are unexcused.

Section 5.03 Attendance at meetings is expected and necessary to carry out the mission of the Commission. Three (3) or more unexcused absences are grounds for the removal from the Commission by the City Council.

Article VI. Officers and Their Duties

Section 6.01 Officers shall consist of Chair and Vice-Chair elected by a simple majority vote of Members of the Commission. Officers shall serve a one-year term.

Section 6.02 All officers shall exercise all privileges of membership, including the making of motions, seconding, and debate.

Section 6.03 The Chair shall preside at all meetings, shall appoint all ad hoc committees, and shall ensure that the bylaws, rules, and regulations as adopted by the Commission are properly enforced.

Section 6.04 The Vice-Chair shall assist the Chair in his/her duties and in the absence of the Chair shall perform all duties usually performed by the Chair.

Section 6.05 The Commission Secretary shall be a City staff member, appointed by the department head, to serve as Secretary. The Commission Secretary shall keep a record of the minutes of all Commission meetings and such other duties as are usually performed by a secretary.

Article VII. Meetings

- Section 7.01 Special meetings shall be called by the Chair as necessary.
- Section 7.02 Notices of all meetings, including agendas, shall be given to all Members of the Commission, to the City Clerk, to the City Manager, and to all others as provided by law. All such notices shall be furnished to the Commission in writing at least seventy-two (72) hours prior to the time of such meeting.
- Section 7.03 All meeting agendas will be posted at Tenth Street Plaza.
- Section 7.04 All meetings shall comply with the requirements of the Ralph M. Brown Act.
- Section 7.05 A quorum is necessary for the Commission to transact any business. A quorum shall be defined as a simple majority of active Commission Members, which is one-half of the active members plus one. Commission Members shall become inactive after graduation.
- Section 7.06 All meetings of the Commission shall be open to the public and shall be held at a public facility, which is accessible in accordance with the regulations of the Americans with Disabilities Act.

Article VIII. Order of Proceedings

- Section 8.01 Roberts Rules of Order shall be the guide for the parliamentary procedures in the conduct of Commission meetings.
- Section 8.02 The order of proceedings of all meetings shall be as follows, subject to majority vote of the Members present:
- (a) Roll Call
 - (b) Declaration of Conflict of Interest
 - (c) Public Comment Period
 - (d) Consent Items
 - (e) Old Business
 - (f) New Business
 - (g) Commission Comments and Reports
 - (h) Matters Too Late for the Agenda
 - (i) Adjournment
- Section 8.03 Members of the public shall not speak unless recognized by the Chair and shall state his/her name before making any statement, which shall become part of the public record. The Chair may remove any person who refuses to follow these rules or the decision of the Chair.

Article IX. Amendments

Section 9.01 The Bylaws and any future amendments shall be subject to the final approval of the City Council and shall not and are not intended to go beyond any of the powers and duties given to the Commission by the City Council.