

**City of Downey
Youth Commission
Guidelines**

I. NAME

The name of this Committee shall be the Downey Youth Commission.

II. PURPOSE

The Commission's purpose shall be:

- Leadership development
- Civic/local government education (including planning Youth in Government Day)
- Provision of youth input to the City Council
- Completion of annual assignments/priorities from the City Council

The Commission shall serve in an advisory capacity to the Downey City Council. Commissioners shall not receive payment for their service and shall not have the authority to expend City funds.

III. AUTHORITY

This Commission is created under the jurisdiction of the Downey City Council. The Chair or Vice-Chair of the Commission or her/his representative shall attend the Downey City Council meetings to:

- Provide reports on Youth Commission recommendations and/or actions; and
- To hear & report back the City Council's directives to the Youth Commission.

IV. MEMBERSHIP

The Commission shall be comprised of 15 voting members, 3 appointed by each City Council member. Commissioners must live in Downey and be enrolled in high school (grades 9-12).

A. Selection

1. Potential commissioners shall submit an application to the City.
2. Commission members shall be enrolled in high school and entering grades 9 through 12.

3. Commission members entering grades 9-11 shall serve for a two-year term. Commission members entering grade 12 shall be limited to a one-year term.
4. Commission members may request and be reappointed for up to 2 terms of 2 years, provided the Commissioner still resides in Downey and is enrolled in 9th-12th grades.

B. Vacancies

If a member is absent from a total of three meetings per fiscal year (July-June) without notice, her/his office shall automatically become vacant. Commission vacancy is filled by the eligibility list created through the annual application process.

Long-term absences, due to extenuating circumstances, may be excused by the Staff liaison. Such request must be submitted in writing.

C. Expiration of Terms

Commission member terms run concurrently with the City's fiscal year, beginning on July 1. Terms expire either 2 years or 1 year following initial appointment, on June 30th. The term of a Commission member appointed mid-year shall expire June 30 unless reappointed.

V. ORGANIZATION

A. Meetings

The Commission shall meet regularly each month.

The Commission will select a meeting time and date convenient to most members and adhere to that schedule. The Chair will have power to call special meetings, but all members shall have at least three days notice for a special meeting.

B. Officers

At the July meeting each year, the Commission shall organize by electing a Chair, Vice Chair, and Secretary from its membership to serve for one year. Successful candidates must receive a majority vote of members present. Elected officers may be re-elected to serve in the same capacity for two consecutive years.

1. Duties:

- a. The Chair shall preside at Commission meetings, shall represent the Commission at various functions, and make necessary decisions affecting the Commission when a meeting is not possible. It is his/her responsibility to attend or send another Commission member to represent him/her to all City Council meetings.
- b. The Vice Chair shall assume the Chair's duties in the Chair's absence or inability to perform duties. In the absence of the Chair, the Vice Chair will attend or send another Commission member to represent her/him at all City Council meetings.
- c. In the absence or the disability of both the Chair and Vice Chair, the Staff Liaison shall chair the meeting.
- d. The Secretary shall record the minutes for each meeting, keep accurate record of attendance and notify the Chair and Staff Liaison of members missing three (3) total meetings.
- e. Staff Liaison shall be a member of the City of Downey staff. The duties shall include: providing staff assistance as necessary for the conduct of the Commission's business and acting as the principal staff advisor.

C. Rules, Regulations and Records

All rules and regulations governing the Commission shall be approved by the Downey City Council and shall be kept on file with the City. The Commission shall keep written record of its transactions, findings, and determinations. Copies of such materials, as well as minutes of each meeting, shall be forwarded to the Staff Liaison.

The designated staff liaison may recommend removal of a Commission member as a result of derogatory or inappropriate comments, inappropriate behavior or failure to comply with the established guidelines.

Commission will operate under parliamentary procedure.

D. Quorum

A simple majority of the Commission members shall constitute a quorum for the transaction of business. The affirmation or negative vote of the majority of the members present shall be necessary for the final transaction of any business.

E. Sub-Committees

The Chair may establish sub-committees as needed to accomplish a Commission project. The Chair shall appoint all sub-committee members from the Commission.

F. Amendments

Amendments to these guidelines may be recommended to the Downey City Council upon a 2/3-majority vote of the Youth Commission members. All amendments to said guidelines must be approved by the Downey City Council.