

# Nevada County Youth Commission

## 2023 Bylaws

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#### **I. PURPOSE**

- a. The purpose of the Nevada County Youth Commission (herein referenced as “Youth Commission”) shall be to serve as a bridge between the youth, the Board of Supervisors, and the County of Nevada, while advocating for Nevada County youth and providing recommendations to the Board of Supervisors to facilitate positive change.

#### **II. POWERS AND DUTIES**

- a. The Youth Commission shall be advisory to the Board of Supervisors and the County Executive Officer.
- b. The Youth Commission shall make recommendations to the Board of Supervisors regarding programs and policies that impact the youth within the County, as requested by the Board of Supervisors and the County Executive Officer or designee.
- c. The Youth Commission shall identify issues of importance to the youth of Nevada County and provide recommendations to the Board of Supervisors and the County Executive Officers that further the provisions of services to the youth, support the County’s annual priority objectives, and opportunities that further the wellbeing of the youth throughout the County.
- d. The Youth Commission will work with the Departments within the County to develop or update programs and policies that will have a positive impact on the youth in the County.
- e. The Youth Commission will advocate for youth to the Board of Supervisors in a way that will have a positive impact on Nevada County youth.

- f. The Youth Commission will provide an annual report of the term year to the Board of Supervisors.
- g. The Youth Commission will work with community partners and stakeholders to conduct outreach to connect with the youth in the County in a positive way.

### **III. STRUCTURE**

- a. Composition and Qualification of Members
  - i. The Youth Commission shall be comprised of a minimum of seven (7) and maximum of fourteen (14) Youth Commissioners.
  - ii. The Youth Commission shall be comprised of at least one (1) representative from each of the five supervisorial districts within Nevada County.
  - iii. The Youth Commission shall be comprised of two (2) and may be comprised of up to nine (9) Youth Commissioners at large (non-supervisorial district specific).
  - iv. Youth Commissioners must be 14-19 years of age at the beginning of their term.
  - v. Youth Commissioners must attend school and/or reside within Nevada County.

### **IV. MEMBERS**

- a. Requirements
  - i. Anyone who holds a Youth Commissioner or Officer position must be 14-19 years of age at the beginning of their term, attend a Nevada County School and/or reside within Nevada County.
- b. Terms
  - i. All members shall serve for a one (1) year term.
  - ii. All members may serve a maximum of four (4) one-year terms.
  - iii. Annual membership term period shall be from July 1<sup>st</sup> through June 30<sup>th</sup>.
  - iv. Any member may resign before the end of their term by submitting a Letter of Resignation to the current Youth Commission Advisor.
- c. Appointments
  - i. All members are approved by the Board of Supervisors collectively.
  - ii. Process
    - 1. Completed applications shall be submitted to the Clerk of the Board.
    - 2. Applications are then submitted to the Nominating Committee.
    - 3. Interviews for applicants will be scheduled by the Clerk of the Board that will include but are not limited to the Advisor and the County Executive Officer or designee.
    - 4. The Advisor shall provide recommendations to the Nominating Committee for feedback, input and approval.

5. The Nominating Committee will provide recommendations for appointment to the Board of Supervisors.
  6. Prior to the establishment of the Nominating Committee, appointment recommendation to the Youth Commission shall be via the Advisor and the County Executive Officer's discretion.
- iii. Advisor is appointed by the County Chief Executive Officer.
  - iv. If at any time the Youth Commission contains less than the required 7 members, the Advisor is left to appoint enough members to gain at least the minimum number of required members.
- d. Officer Position Elections
- i. Members can give statements at the second meeting voicing interest in their desired role in one of the executive positions (Chair, Vice Chair, Secretary, Treasurer, Communications/Outreach).
  - ii. The Advisor will facilitate a secret vote for each of the elected positions at the second meeting.
  - iii. If positions are not filled after voting the Advisor can appoint members to the unfilled executive positions at the second meeting.
  - iv. If an Officer position becomes vacant, the same election process within the commission must take place to fill the vacant position.
- e. Resignations
- i. Members can request resignation at any time, and they also must submit a written record of resignation.
- f. Vacancies
- i. If at any time a member resigns or is impeached, the Appointment Process shall be followed by the Executive Committee to fill the open position.
  - ii. If at any time the Youth Commission contains less than the required 7 members, the Advisor is left to appoint enough members to gain at least the minimum number of required members.
- g. Attendance/Impeachment
- i. Members with an unexcused absence will be subject to impeachment review by the Advisor.
  - ii. In the event of tardiness, one must notify the Advisor at least four days in advanced.
    1. Unnotified tardiness to five or more regular meetings shall result in impeachment.
  - iii. Members with four absences, excused or unexcused, will be removed.
  - iv. Depending on circumstances, behavior or lack to fulfill job duties will result in members being reported to the Advisor for further review and possible impeachment, as well as removal of office.
  - v. Members may not be reappointed in the future if they are impeached or removed.
- h. Leave of Absence

- i. Members must submit a written request for leave of absence at least two weeks prior to absence.
  - ii. In the event of the need for immediate leave of absence, at the discretion of the Advisor and with guardian approval leave of absence can be put in place promptly without any prior request.
- i. Positions and Job Duties
  - i. Officers
    - 1. Chair
      - a. The Youth Commission Chair works with Advisor and Executive Committee to create agendas.
      - b. The Youth Commission Chair sends out meeting Agendas and runs the meetings.
      - c. The Youth Commission Chair calls special meetings when appropriate.
      - d. The Youth Commission Chair appoints committee heads accordingly.
      - e. The Youth Commission Chair cancels meetings, if need be, due to external circumstances.
    - 2. Vice Chair
      - a. The Youth Commission Vice Chair participates in the Executive Committee.
      - b. The Youth Commission Vice Chair fills in for Chair in the event of an absence.
      - c. If group travel is taking place, will work with the Advisor to ensure adequate transportation is arranged and/or provided.
    - 3. Secretary
      - a. Participates in the Executive Committee.
      - b. Takes minutes/documents during all meetings.
    - 4. Treasurer
      - a. Works with the Advisor on the budgeting process.
      - b. Reports out on funds during meetings.
    - 5. Communications/Outreach
      - a. Coordinates event attendance at all events.
      - b. Reaches out to the public/community as needed.
      - c. Responsible for designing and releasing media posts, flyers, surveys, etc.
      - d. Advertises Youth Commission position openings as needed.
  - ii. Advisor
    - 1. Appointed by the County Chief Executive Officer.
    - 2. There will be one Advisor for the Youth Commission.
    - 3. Keeps track of attendance.

- a. Notify individual(s) each time they receive and absence and/or tardy.
- 4. In event of group travel, is the designated driver for the group's transportation.
- 5. Approves media posts, flyers, and surveys prior to the release of them.
- 6. Is involved with the interview process.
- 7. Is responsible for discussing impeachments with the Executive Committee, so potential impeachments can be passed in a meeting, following said voting guidelines.

## V. MEETINGS

- a. Brown Act
  - i. Meetings shall be open to the public and be subject to California Open Meeting laws, known as the "Brown Act".
- b. Rules of Order and Decorum
  - i. Refer to Rosenberg's Rules of Order for meeting process.
  - ii. As guidelines for decorum refer to the Nevada County Board of Supervisors' annual Order and Decorum.
- c. Regular Meetings
  - i. Meetings shall be held the second Thursday of each month.
  - ii. Meetings will take place at a time and place per the Advisor's determination while in compliance with the Brown Act.
    - 1. Meetings will be at the Eric Rood Administration Center at 6pm.
    - 2. November and April Meetings will be held in Truckee at a Nevada County Facility.
  - iii. In compliance with the Brown Act the meeting agenda shall be posted at least 72 hours in advance to the public.
  - iv. Meetings will not be held during the month of July.
- d. Special Meetings
  - i. Special meetings may be held at the Youth Commission Chair's discretion.
  - ii. Must be announced at least 24 hours before the scheduled meeting time.
- e. Subcommittee Work
  - i. Subcommittees will meet promptly after regular meeting adjournment.
  - ii. Subcommittee meetings shall be held to plan and work on outlined committee goals.
- f. Quorum
  - i. A quorum must consist of a majority of the Youth Commission members.
- g. Voting
  - i. Each member is responsible for one vote.
  - ii. A two thirds majority (66%) is required to pass an item.
    - 1. Optional minority report

- a. If a group that was in the minority feels inclined, they may report to the board speaking on their view of an item the majority approved.
  - h. Compensation
    - i. Members shall be compensated a set amount of fifty (50) dollars per regular meeting while serving on the commission.
      - 1. Youth Commissioners located in the Truckee area shall receive a 20% Truckee-Donner pay differential.
    - ii. Travel
      - 1. Members shall be compensated for travel expenses to meetings in irregular locations or attendance to approved events.
      - 2. If accessible, members shall use pre-arranged travel accommodations when applicable to attend irregular places of business.

## **VI. COMMITTEES**

- a. Standing Committees
  - i. All standing committees shall be made up of individuals appointed by the Youth Commission; and each Standing Committee shall have, as a member, at least three commissioners.
  - ii. All meetings of the standing committees shall be noticed and conducted in conformity with the Brown Act. All committee members shall be appointed by the Chair. The respective members of these committees shall appoint their own Officers.
  - iii. Committee members shall decide on meeting dates for their respective committees. A committee Chairperson may call a meeting. (With suitable prior notice to the members and the public).
- b. Executive Standing Committee
  - i. The Commission shall have an Executive Committee. The Executive Committee shall be comprised of the Officers of the Commission. It shall meet as necessary to carry out its duties.
  - ii. The Executive Committee shall make recommendations to the Commission and shall implement policies set by the full Commission.
- c. Nominating Standing Committee
  - i. The Commission shall have a Nominating Committee. The Nominating Committee shall be comprised of the Youth Commission Advisor and at least three (3), but no more than four (4), current commissioners.
  - ii. It shall be responsible for reviewing applications and interviewing prospective commissioners for the next term. It shall report its recommendation to the Board of Supervisors.
  - iii. Members of the Nominating Committee are not allowed to run for a position in the Youth Commission in the following term.

- iv. Members of the Nominating Committee will volunteer to be part of the Committee.
- d. Subcommittees
  - i. Subcommittees will be decided during each term of the Youth Commission.
  - ii. Subcommittees will be in alignment with the Nevada County Youth Commissions Purpose.
  - iii. Subcommittees shall focus on a single objective where they will determine an appropriate plan for completion.
- e. AD HOC Committees
  - i. AD HOC subcommittees shall be appointed by the Chair for a specific period and purpose.
  - ii. Members of AD HOC subcommittees shall be appointed by the Chair and shall only consist of members of the Commission. AD HOC subcommittee's member count shall consist of always less than a majority of members in the commission.

**VII. CONFLICT OF INTEREST**

- a. In accordance with the Political Reform Act, members shall not discuss or vote on any matter that they have a vested personal or financial interest in the outcome and shall notify the Chair and Advisor immediately upon discovery.

**VIII. AMENDMENTS**

- a. The Board of Supervisors can change the Bylaws at any time for any reason.
- b. The County Executive Officer of Nevada County may change the Bylaws at any time for any reason with Board approval.
- c. Any member may propose a change to the Bylaws.
  - i. Must be done during a meeting and must be in the agenda.
  - ii. A two-thirds majority is required to approve the proposal for review by the Executive Committee.
  - iii. The Executive Committee will review the proposal and write a draft.
  - iv. Reviewed again by Executive Committee.
  - v. Final Draft is written.
  - vi. Final draft goes back to the Youth Commission for approval by a two-thirds majority.
  - vii. The final draft will then go to the Board of Supervisors for their approval
- d. County Counsel shall review and approve.

**IX. ANNUAL REPORT**

- a. An annual report to the Board of Supervisors must take place in June (County Counsel consult).

**X. APPROVAL AND RATIFICATION**

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Chair of the Board of Supervisors

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County Counsel

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Nevada County Chief Executive Officer

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Youth Commission Chair