



**CITY OF GILROY
YOUTH COMMISSION
SPECIAL MEETING AGENDA**



WEDNESDAY, JULY 5, 2023 | 4:30 PM

**GILROY SENIOR CENTER
7371 HANNA STREET
GILROY, CA 95020**

Chair: Lavender Hwang

Vice Chair: Winston James

Commissioners: James Dinh, Aiden Francis, Sophie Gong, Isaac Hwang, Alfred James, Ezequiel Lopez, Alexis Miller, Jaimee Nguyen, & Melanie Reynolds

Staff Liaison: LeeAnn McPhillips, Assistant City Administrator, Vince Bautista, Jr., Recreation Coordinator



In compliance with the Americans with Disabilities Act, the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the Recreation Division at least 72 hours prior to the meeting at (408) 846-0460 or rec@cityofgilroy.org to help ensure that reasonable arrangements can be made.



Materials related to an item on this agenda submitted to the City of Gilroy Youth Commission after distribution of the agenda packet are available with the agenda packet on the City website at www.cityofgilroy.org subject to Staff's ability to post the documents before the meeting.

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, task forces, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

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PUBLIC COMMENT GUIDELINES:

During the **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA** portion of the meeting, each person wishing to speak should prepare a presentation of not more than three (3) minutes. Persons wishing to address the Commission are requested, but not required, to complete a Speaker's Card at the entrances. Completion of this speaker's card is voluntary. All persons may attend this meeting and speak, regardless if a card is completed or not. Speaker's slips should be submitted to the Secretary **BEFORE** this meeting portion begins. Anyone wishing to address the Commission on

any other item on this **AGENDA** is requested, but not required, to fill out a speaker's slip and submit it to the Secretary **BEFORE** the Commission takes action on the item.

Materials related to an item on this agenda submitted to the City of Gilroy Youth Commission after distribution of the agenda packet are available for public inspection with the agenda packet in the Recreation Division at Senior Center, 7371 Hanna Street, during normal business hours. These materials are also available with the agenda packet on the City website at www.cityofgilroy.org. The agenda for this regular meeting is as follows:

1. CALL TO ORDER

2. ROLL CALL

3. SECRETARY'S REPORT

4. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

5. NEW BUSINESS

5.1 Proposed Changes to the Youth Commission Bylaws

1. Staff Report: Vince Bautista, Jr., Recreation Coordinator

2. Public Comment:

3. Possible Action:

Motion to approve removing Section 8 (#4) from the Youth Commission Bylaws.

6. STAFF/COMMISSIONER COMMENTS

7. ADJOURNMENT



City of Gilroy Youth Commission

STAFF REPORT

Agenda Item Title: Proposed Changes to the Youth Commission Bylaws
Meeting Date: July 5, 2023
From: Vince Bautista Jr., Recreation Coordinator

RECOMMENDATION

Staff recommends the Youth Commission approve the proposed change to the current Youth Commission Bylaws: removing Section 8 (#4), City Council approval of any amendments to bylaws.

BACKGROUND

The Youth Commission Bylaws were originally adopted in 2010. At the March 13, 2023 meeting, the Commission approved amending the bylaws. Per Section 8 (#4) of the bylaws, they can only take effect until it is approved by the City Council. Council is scheduled to approve the amended bylaws at the meeting held on July 10, 2023. Staff recommends removing Section 8 (#4): *Upon approval by the City Council, amendments shall take effect immediately, unless otherwise stipulated in the amendment or by the City Council.*

ANALYSIS

The City Council will be notified of any amendment to the bylaws that is approved by the Commission, however, Council does not need to formally approve the bylaw change for it to take effect. This proposed change was not included in the amendments made at the March 13 meeting. Since Council is scheduled to adopt the Youth Commission bylaw amendments on July 10, staff wanted to include this change as well.

ALTERNATIVES

The Commission can decide not to remove Section 8(#4). Staff does not recommend this option.

Attachments:

1. Youth Commission Proposed Bylaw Changes (section 8 (#4) is highlighted)

City of Gilroy Youth Commission

BYLAWS

PROPOSED CHANGES in RED

SECTION 1. **Powers and Duties.** The Youth Commission (Commission) shall be advisory to the City Council (Council) and shall have the following powers and duties:

1. Provide Council advice from the youth of the Gilroy community.
2. Study problems, activities and concerns of the youth; hold forums on these problems, and recommend community programs to the Council which the Commission finds necessary and/or desirable.
3. Involve the youth of Gilroy in their community, and provide information about issues in their city government which pertain to them.
4. Work with other City commissions and City Council in providing input on youth issues in our community.
5. Annually determine the Commission's goals and objectives and report these to the Council.

SECTION 2. **Membership.**

1. Any person who lives in the Gilroy Unified School District and who will be between 13 – 19 years of age during the year following his or her appointment will be eligible for membership on the Commission.
2. There will be eleven (11) members of the Commission. They shall be appointed by the City Council of the City of Gilroy.

2a. Selection of the Commission's ~~found~~**ing** members will be made by the City Council ~~upon recommendations made by the Parks & Recreation Commission.~~

~~The Parks and Recreation Commission shall review the list of applicants for Commission positions, conduct interviews, and nominate a slate of candidates for appointment. The founding~~

~~nominating committee shall also provide a list of alternates in the case of a vacancy on the Commission.~~

3. Terms of appointments to the Commission shall commence in September of each year and shall be for a term of two years. A commissioner will not serve more than three terms.
4. Vacancies on the Commission during the year shall be filled by City Council.
5. In appointing members of the Youth Commission, every effort will be made to consciously consider ethnicity, gender, school grade, and geographical residence in an attempt to more fully represent all segments of Gilroy's youth population.

SECTION 3. Officers.

1. Annually, the Commission shall elect from its membership a Chairperson, Vice Chairperson, ~~Recording Secretary and Treasurer.~~

The Chairperson shall preside at all meetings of the Commission, and shall supervise the efficient and responsible operation of the Commission.

The Vice Chairperson shall preside at Commission meetings in the absence of the Chairperson, shall assume specific leadership responsibilities as determined by the Chairperson, and shall assist the Chairperson in fulfilling his or her responsibilities as needed.

~~The Recording Secretary shall record all minutes of Commission meetings to present to the full Commission for approval at the following regular meeting.~~

The Treasurer shall be responsible for maintaining the Youth Commission budget and reporting on said budget balance at each regularly scheduled meeting.

SECTION 4. Meetings.

1. The Commission shall meet not less than once each month ~~during the school year.~~
2. Each Commission meeting shall be open to the public and is subject to the Brown Act, California Government Code Section 54950 et. seq. The Commission shall keep written minutes of all meetings.
3. Special meetings may be called by the Commission provided at least three days' notice is given to all members and to the media, all in accordance with the Brown Act and City Charter Section 904.

4. The Commission shall publish an annual calendar, subject to change, indicating the regularly scheduled meetings for the entire year.

5. The first meeting of each year shall be an orientation meeting that shall include outgoing members of the Commission, and a review of the bylaws. The second meeting shall be an extended meeting in which issues and concerns are identified, and planning for the year begins.

~~6. A Parks & Recreation Commissioner will serve as a liaison with no voting powers.~~

~~7. The outgoing chairperson may serve as an advisor to the Commission for one year with no voting powers.~~

SECTION 5. Quorum.

1. A quorum is necessary at a Commission meeting for any action to be taken. A majority of the Commission shall constitute a quorum.

2. In the event that there is no quorum, any discussions which are held by those assembled shall be regarded as informal. No action may be taken.

SECTION 6. Committees.

1. Committees shall be formed, as needed, in relation to the responsibilities of the Commission. As needs dictate, these may be standing committees that function throughout the year, or task-oriented committees that function only until the task is completed.

2. Youth who satisfy the membership requirements for membership on the Commission but who are not on the Commission may be appointed to any task-oriented committee by the approval of the Commission.

3. The Commission may appoint representatives of the Youth Commission to serve as liaisons to other policy bodies and groups of the City. Commission representatives shall report out to the full Commission of the actions at said meetings.

SECTION 7. **Attendance.**

1. Commission members are expected to attend all meetings of the Commission.
2. Per City Council Resolution No. 2022-58, *Attendance Policy for City Boards, Commissions and Committees*, a commissioner who is absent in a calendar year for more than 33% of the total Regular Meetings scheduled to be held in that calendar year will be subject to potential termination of membership from the Body, upon action of the City Council.
~~Whenever a member of the Commission has missed a combination of three regular Commission meetings, special meetings, work meetings, or Commission sanctioned events without permission of the Commission as expressed in its official minutes, his or her office shall become vacant. Attendance records shall be kept and members shall be informed by letter when he or she has reached two absences from regular meetings, special meetings, work meetings, or Commission sanctioned events.~~

~~Absences will be deemed as excused and recorded in the Commission's minutes only if the Commission advisor or Chairperson is notified forty-eight (48) hours in advance of the meeting.~~

SECTION 8. **Amendments.**

1. Amendments to these bylaws may be initiated at any Commission meeting, to be voted upon not sooner than the next regularly scheduled meeting.
2. Recommendation of any amendment shall require a two-thirds (2/3) vote of Commission members.
3. These amendments must be submitted to the City Council.
4. Upon approval by the City Council, amendments shall take effect immediately, unless otherwise stipulated in the amendment or by the City Council.