



STAFF REPORT

To: Parks and Recreation Commission

Date: May 15, 2025

From: Alexandra Sheldon, Recreation Coordinator (650) 558-7320

Subject: Approval of the Updated Youth Advisory Committee (YAC) Bylaws

RECOMMENDATION

Staff recommend that the Parks and Recreation Commission approve the updated Youth Advisory Committee (YAC) Bylaws.

BACKGROUND

YAC is a group of thirteen (13) teens either living or going to school in Burlingame. YAC advises the Parks and Recreation Commission on matters relating to the youth and teen population within the City. These matters may include, but are not limited to, programs relating to safety, community involvement, recreation, socialization, socioeconomics, and environmental concerns. Appointment to YAC is based on a formal application and interview process by the YAC Advisor.

YAC is guided by the YAC Bylaws (Exhibit A), which are updated periodically. The last time they were updated was in October 2017.

DISCUSSION

Beginning in March 2025, YAC members reviewed the current Bylaws and determined that an update was needed. At the April 2025 meeting, where a quorum of YAC members was present, a discussion was held and the proposed changes to the YAC Bylaws were unanimously passed.

Below are the key edits that were made.

1. The overall layout of the Youth Advisory Committee Bylaws has been altered for ease of reference and clarity.
2. Section Two (2), Goals, reduced from eight to five points.
 - i. In review of the bylaws, concepts were duplicated. New sub-sections provide clarity and conciseness.
3. Section Three (3), Membership, made additional sub-sections E and F.
 - i. E: Change enacted for all members to share the critical volunteer responsibilities needed by YAC, while giving flexibility due to other commitments.

- ii. F: Meeting days and times are determined by YAC so all can attend.
- 4. Section Four (4), Attendance, addition of sub-sections B-D.
 - i. B: Provided two unexcused absences for YAC members.
 - ii. C: Clearly outlines the mandatory attendance required by YAC members in relation to their initiative and fundraising goals.
 - iii. D: Addition made to hold YAC Members accountable to their commitment to YAC and spells out grounds for termination if not fulfilled.
- 5. Section Five (5), Officers, addition of sub-sections A and B, and the striking of the first bullet in the previous Bylaws.
 - i. Header: Addition of 'Sub-Committees.'
 - ii. A: Outlines the process of the appointment of chairs on YAC.
 - iii. B: Listing of key chairs vital to the success of YAC.
- 6. In Section Six (6), Meetings, the addition of sub-section E.
 - i. E: Addition regarding rotating facilitators, secretaries, and the distribution of meeting minutes after.

These proposed changes facilitate seamless navigation throughout the bylaws and more accurately reflect logistical operations of YAC. If approved, the updated YAC Bylaws will go into effect beginning Fall 2025.

FISCAL IMPACT

There is no fiscal impact associated with updating the Bylaws.

EXHIBITS

- A. Current Youth Advisory Committee (YAC) Bylaws
- B. Proposed Youth Advisory Committee (YAC) Bylaws



City of Burlingame

Youth Advisory Committee

Role

The Youth Advisory Committee (YAC) advises the Parks & Recreation Commission on matters relating to the youth and teen population within the City of Burlingame. This may include programs relating to safety, community involvement, drug awareness, special interests, recreation, sports, socialization, socio-economic and environmental concerns.

Goals

1. Create an atmosphere where teens feel safe and comfortable to express themselves and their ideas.
2. Promote & implement interactions between YAC and youth of Burlingame, specifically elementary, middle school and high school students.
3. Act as an advocate for youth and teens in the Burlingame community.
4. Serve as a representative in an advisory capacity on Burlingame committees planning for teen and citywide events.
5. Foster a greater involvement of youth in municipal governmental and civic affairs.
6. Study problems, activities and concerns of youth, especially as they relate to municipal government programs or projects of the City of Burlingame.
7. Hold forums on activities of concern, either alone or in conjunction with other governmental agencies and community organizations.
8. Review those municipal matters referred to it by the City Council or Park & Recreation Commission and, as appropriate, make recommendations on those matters.

Membership

1. Any resident of Burlingame or student of Burlingame schools who will be in 7th –12th grade during the next committee term following their appointment will be eligible for membership on the Youth Advisory Committee.
2. There shall be thirteen (13) members of the Youth Advisory Committee. These members will be appointed based on a formal application and interview process. The Recreation Coordinator will lead the application interview process.
3. Appointment to the Youth Advisory Committee shall be made in September of each year and will be good for a term of two school years.
4. Vacancies on the Youth Advisory Committee during a term shall be filled by City staff appointment & Youth Advisory Committee recommendation.

Attendance

1. Youth Advisory Committee members **are** expected to attend all regular business meetings of the Youth Advisory Committee during the school year.

Officers

1. “The Youth Advisory Committee does not appoint specific chairpersons or officers. All acting members will be responsible for taking a lead throughout the year. Each YAC member will be assigned a meeting to facilitate or take minutes at regular YAC business meetings. Facilitators are expected to meet with the advisor about the upcoming agenda items, no later than 1 business day (**week**) before the YAC meeting. Assignments will be delegated for each event and activity.”

Sub-Committees

1. Sub-committees shall be formed, as the Youth Advisory Committee deems needed for use to work on individual projects or pending special events.
2. “Youth Advisory Committee members shall be expected to participate in at least one sub-committee throughout the academic year.”

Meetings

1. The Youth Advisory Committee shall meet once a month in regular business sessions. Meetings will be conducted in accordance with City policy and State law. Additional meetings shall be scheduled if needed.

2. The advisor may call special meetings provided that at least one week's notice is given to all Youth Advisory Committee members.
3. The Youth Advisory Committee shall publish an annual calendar indicating the regularly scheduled meetings for the entire year. This meeting schedule shall be made public no later than the third meeting of the newly appointed YAC.
4. On the agenda of the first two Youth Advisory Committee meetings, an orientation will be scheduled, as well as a discussion of issues and concerns will be identified, and planning for the year will begin.

Quorum

1. A quorum is necessary for a Youth Advisory Committee meeting to be held. A simple majority of the Youth Advisory Committee 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 and non-binding.

Amendments

1. Amendments to these by-laws may be initiated at any Youth Advisory Committee meeting with prior notification to members.
2. Recommendation of any amendment shall require a two-third vote of the Youth Advisory Committee members.
3. Upon approval of the Parks & Recreation Commission, amendments shall take effect immediately.



City of Burlingame

Youth Advisory Committee Bylaws

1. Role:

- a. The Youth Advisory Committee (YAC) advises the Parks and Recreation Commission on matters relating to the youth and teen population within the City of Burlingame. This may include, but are not limited to, programs relating to safety, community involvement, recreation, socializations, socioeconomic, and environmental concerns.

2. Goals:

- a. Create an atmosphere where teens feel safe and comfortable expressing themselves and their ideas.
- b. Promote and implement interactions between YAC and the youth of Burlingame, specifically elementary, middle school, and high school students.
- c. Act as an advocate for youth and teens in the Burlingame Community.
- d. Serve as a representative in an advisory capacity on Burlingame committees, fostering a greater involvement of the youth through events.
- e. Study and review problems concerning youth as they relate to municipal government matters independently or as they are referred to by City Council or Parks and Receptions Commission, while fostering a greater involvement of youth in municipal government and civic affairs.

3. Membership:

- a. Any resident of Burlingame, or student of Burlingame Schools, who begin 7th-12th grade during the next committee term following their appointment will be eligible for membership on the Youth Advisory Committee.
- b. There shall be thirteen (13) members of the Youth Advisory Committee. These members will be appointed based on formal application and interview process. The Recreation Coordinator will lead the application **and** interview process.
- c. Appointment to the Youth Advisory Committee shall be made in September of each year and will be good for a term of two school years.
- d. Vacancies of the Youth Advisory Committee during a term shall be filled by City staff appointment and Youth Advisory Committee Recommendation.
- e. Continuation of membership will be based on hours and attendance. A mid-year evaluation will be conducted.
 - i. A mandatory minimum of 30 hours of volunteer service must be completed by the end of the school year. 15 of these hours must be completed by the last day of the calendar year (December 31st.)
 - ii. Flexibility will be given in order to meet the required hours of volunteer service given Youth Advisory Committee advisor's approval.

- f. Youth Advisory Committee meeting time and day will be determined prior to the first official Youth Advisory Committee meeting based on a poll and consensus from its members.

4. Attendance:

- a. Youth Advisory Committee members are expected to attend all regular business meetings of the Youth Advisory Committee during the school year.
- b. Youth Advisory Committee members have two (2) unexcused absences. Any absence must be communicated and approved by the Youth Advisory Committee advisor.
- c. Youth Advisory Committee members must attend all initiative-based Youth Advisory Committee fundraisers and are expected to attend all city-wide events.
- d. More than two unexcused absences and/or failure to complete necessary volunteer hours, will result in termination from the Youth Advisory Committee, at the discretion of the YAC Advisor.

5. Officers/Sub-Committees

- a. Chairs will be appointed at the beginning of the school year based on peer nomination and motion for approval.
- b. Chairs are to include, but are not limited to, Marketing, Fundraising, Communications, Website, Outreach Chair, etc.
- c. Sub-committees shall be formed as the Youth Advisory Committee deems needed for use to work on individual projects or pending special events.
- d. Youth Advisory Committee members shall be expected to participate in at least one sub-committee throughout the academic year.

6. Meetings:

- a. The Youth Advisory Committee shall meet once a month in regular business sessions. Meetings will be conducted in accordance with City policy and State Law. Additional meetings shall be scheduled if needed.
- b. The advisor may call special meetings provided that at least one week's notice is given to all Youth Advisory Committee members.
- c. The Youth Advisory Committee shall publish an annual calendar indicating the regularly scheduled meetings for the entire year. This meeting schedule shall be made public no later than the third meeting of the newly appointed Youth Advisory Committee.
- d. On the agenda of the first Youth Advisory Committee meetings, a discussion of issues and concerns will be identified, and planning for the year will begin.
- e. There will be a facilitator and secretary at each meeting. The secretary will send out a recap of the meeting notes. Rotation will be determined at the first official Youth Advisory Committee meeting.

7. Quorum:

- a. A quorum is necessary for all Youth Advisory Committee meetings to be held. A simple majority of the Youth Advisory Committee shall constitute a quorum (7.)

8. Amendments:

- a. Amendments to these by-laws may be initiated at any Youth Advisory Committee meeting with prior notification to members.
- b. Recommendation of any amendments shall require a two-thirds vote of the Youth Advisory Committee members.
- c. Upon approval of the Parks and Recreation Commission, amendments shall take effect immediately.