



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.