



# 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.