



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