

Youth Advisory Commission Bylaws

Last amended October 21, 2024

1. Creation

- a. The Oregon City Youth Advisory Commission was established under Ordinance No. 22-1006 and subsequently modified by Ordinance No. 23-1003 and Ordinance No. 24-1006.
- b. The purpose of the Youth Advisory Commission is to “provide local students a voice in their municipal government, build an understanding of governance and leadership and to provide opportunities to engage and serve the community. The Youth Advisory Commission shall be guided by the belief that local involvement at a young age is crucial to ensuring a well informed and engaged citizenry in the future and to provide an opportunity for members to become equipped with the knowledge and leadership skills necessary to become active contributors in the community now and in the future.” (Ord. No. 24-1006, OCMC 2.62.015)

2. Membership

- a. The Youth Advisory Commission membership criteria are described in the Oregon City Municipal Code (OCMC) 2.62.020.
- b. The term of service is officially considered from September through June, but the existing Youth Advisory Commission members may continue to meet informally from June through September as needed.

3. Officers

- a. The Youth Advisory Commission shall elect a chairperson and vice chairperson at the beginning of each term. The Youth Advisory Commission have the option to elect a secretary who would be responsible for taking meeting minutes at the Youth Advisory Commission meetings.
 - i. The staff liaison will be responsible for supplementing the meeting minutes at the Youth Advisory Commission meetings to ensure sufficient Minutes are recorded.
- b. The chairperson shall act as the chair of the Youth Advisory Commission, unless unavailable. If the chairperson is unavailable, the vice chairperson shall act as chair of Youth Advisory Commission meetings.
- c. If an officer submits a resignation from their position of chairperson or vice chairperson, the Youth Advisory Commission members may immediately vote to appoint a new officer.
- d. If neither the chairperson nor vice chairperson are present at a certain meeting, the Youth Advisory Commission shall select a chair pro tem from the members present.

4. Goals and Member Responsibilities

- a. The Youth Advisory Commission may from time to time adopt goals, work plans, or priorities. These goals must not conflict with the City Commission's goals and budget allocations.
 - i. Members shall participate in an annual goal alignment session at the beginning of each term.
- b. Members shall be responsible for completing tasks and projects as assigned.
- c. Individual members of the Youth Advisory Commission shall attend at least three community service events per term.
- d. The Youth Advisory Commission shall table at least three community events per session to help promote their goals and events.
- e. The Youth Advisory Commission shall organize a minimum of one community event or project to engage the larger Oregon City youth community per term.
- f. Each year, the Youth Advisory Commission chairperson and vice chairperson shall provide an update to the City Commission on the accomplishments, challenges, areas for improvement and goals for the future.

5. Date, Time, and Locations of Meetings

- a. Regular meetings of the Youth Advisory Commission shall be held on the second Monday of each month from September through June.
- b. Summer meetings of the Youth Advisory Commission shall be held on the second Monday of each month, or at a time convenient to enable maximum participation determined by the staff liaison.
- c. Special meetings may be called as needed for tours, activities, or to address other issues that could not be discussed at a regular meeting.
- d. Youth Advisory Commission meetings shall be held at 7:00 PM, unless another time is selected for a specific meeting.
- e. Youth Advisory Commission meetings shall be typically held at Oregon City – City Hall located at 625 Center St, Oregon City, OR 97045. This rule does not prevent the Youth Advisory Commission from meeting at another location for a special purpose or for the convenience of its members.

6. Agendas, Minutes, and Decisions

- a. The staff liaison or designee shall prepare agendas in consultation with the Youth Advisory Commission chairperson and City Commission liaison as needed.
- b. Standard Youth Advisory Commission agendas shall generally take the following form. Variations from this standard agenda may be utilized as convenient.
 - i. Roll Call
 - ii. Discussion Items

- iii. Communications
- iv. Minutes
- v. Adjournment

c. Minutes shall be prepared for each meeting which shall contain at least the members present at the meeting, the substance of any discussion, all motions and votes taken, and a reference to any documents discussed at the meeting.

- i. Minutes shall not be verbatim and contain only a summary of the primary points and arguments raised in the discussion.
- ii. Minutes shall be approved at a subsequent meeting by a vote of the Youth Advisory Commission. If amendments are requested by any member of the Youth Advisory Commission, those amendments must also be approved by the Youth Advisory Commission at the time of adoption. The Youth Advisory Commission may request the minutes returned after any amendments are incorporated for further review and approval.

d. The Youth Advisory Commission may make decisions in the following ways:

- i. Consensus – no vote is taken, but specific issues may be decided leading to a final decision.
- ii. Acclamation vote – a vote is taken by all members being asked if they favor, are against, or abstain from a decision. In such case as the decision is not unanimous, the Youth Advisory Commission shall conduct a roll call vote.
- iii. Roll Call – Each member's vote is recorded in the record.

e. Official Actions - Youth Advisory Commission may utilize the following methods of making formal actions (reports, recommendations, requests, recognitions)

- i. Letters to be signed by the chairperson
- ii. Approval of the document in question
- iii. Resolution (possibly incorporating exhibits) – resolutions approved by the Youth Advisory Commission shall be titled "Youth Advisory Commission Resolution" followed by the four-digit year and an assigned number. (e.g. 2023-01)

7. Accessibility

- a. Meetings of the Youth Advisory Commission shall not be broadcast or live streamed online. Remote participation in the meetings shall be provided to the extent required by ORS 192 and existing City resources.
- b. The staff liaison will attempt to accommodate any other accessibility issues as they arise to improve access and participation for all community members.

8. Code of Conduct

Members of the Youth Advisory Commission shall be held to the highest standards of citizenship, scholarship and participation.

- a. It is considered inexcusable for Youth Advisory Commission members to have ANY unexcused absences and may have no more than three excused absences. An absence shall be considered excused provided advanced notice of 24 hours is provided to the chairperson and staff liaison or is determined to be excused by the chairperson and staff liaison.
- b. Absences may be made up for by attending a City of Oregon City commission, advisory board, or committee meeting within 30 days of the absence.
- c. Members shall remain in good standing at their school by maintaining passing grades and abiding by the school code of conduct.
- d. Violations of the code of conduct and expectations of this section shall be reviewed by the member, chairperson, vice chairperson, City Commission liaison, staff liaison and the Mayor with a goal of improving the performance and participation of the member.
- e. The Mayor shall have the sole discretion to determine if a member shall be removed from the Youth Advisory Commission.
- f. Youth Advisory Commission members may speak with the staff liaison or the City Commission liaison if a member has any questions or concerns with the Code of Conduct.

9. Oregon Youth Summit Criteria and Process

The purpose of this section is to define the criteria for Youth Advisory Commission members to qualify for participation in the Oregon Youth Summit, provided that funding for this opportunity is available through the City of Oregon City.

- a. **Eligibility**
To qualify for participation in the Oregon Youth Summit, Youth Advisory Commission members must be in good standing by meeting the following criteria:
 - i. Members must have no unexcused absence.
 - ii. Members must have no more than three excused absences per term.
 - iii. Members must be on track to participate in a minimum of three community events by the end of the term.
 - iv. Members must have active involvement in at least one of the community projects that the Youth Advisory Commission is working towards.
- b. **Responsibilities**
 - i. Eligible members must confirm their participation and complete related forms by specified deadlines.

- ii. Eligible members who attend the event must provide a summary of their experience at the next Youth Advisory Commission meeting.
- c. Exceptions
 - i. Any exceptions to these regulations may be considered on a case-by-case basis, subject to approval by the Youth Advisory Commission staff liaison and City Commission liaison.

10. Interpretation and Authority

- a. Any issues not addressed by these bylaws shall be resolved by considering City policies, the OCMC, the board and committee orientation manual, other pertinent documents or policies, or the Robert's Rules of Order.
- b. These bylaws shall not be interpreted to supersede and are subordinate to any prior or subsequently adopted changes to documents referenced in Section 9(a) above.

11. Revisions to the Bylaws

The Youth Advisory Commission shall review their bylaws at the first meeting of every term and the fifth meeting of every term to ensure that all members are made aware of expectations and processes. From time to time, the Youth Advisory Commission may recommend changes to its bylaws.