

# **BYLAWS FOR THE PASO ROBLES YOUTH COMMISSION**

## **ARTICLE I**

### **NAME**

This committee shall be known as the Paso Robles Youth Commission.

## **ARTICLE II**

### **PURPOSE**

The purpose of the Paso Robles Youth Commission is to serve as an advisory committee to the City Council representing the youth of Paso Robles.

## **ARTICLE III**

### **MEMBERSHIP**

The Commission shall consist of 9 members ages 14 through 21, inclusive, that reside in the 93446 zip code appointed by the City Council of the City of El Paso de Robles.

## **ARTICLE IV**

### **OFFICERS**

Officers shall consist of a Chairperson, Vice Chairperson, Recording Secretary, and a Recruitment Chair. Officers shall be appointed by majority vote of the Commission. Officers shall carry out their duties to the best of their ability and shall perform the duties of other Officers if necessary.

#### Duties:

- a) The Chairperson shall preside over meetings in compliance with Robert's Rules of Order.
- b) The Vice-Chair shall preside over meetings in compliance with Robert's Rules of Order in the absence of the Chair.
- c) The Recording Secretary shall be responsible for providing draft minutes for each meeting of the Youth Commission and will coordinate with City staff to prepare the minutes for approval by the commission at a future meeting. In addition, the Recording Secretary may provide correspondence on behalf of the board as necessary.
- d) The Recruitment Chair shall be responsible for promotions of upcoming vacancies.

## **ARTICLE V**

### **TERMS OF OFFICE**

The normal term of office shall be for two years running from July 1 to June 30. Members may serve two terms of office and shall have staggered terms.

## **ARTICLE VI**

### **REGULAR MEETINGS**

The Youth Commission shall meet in regular session the first Wednesday of each month unless a scheduled meeting date falls on a school and or City holiday. In the event of such a holiday scheduling conflict, they shall meet on Wednesday of the following week. The meeting time and place shall be selected to accommodate the students' school activities.

**ARTICLE VII**

**PARLIAMENTARY PROCEDURE**

Robert's Rules of Order shall govern meetings of the Paso Robles Youth Commission.

**ARTICLE VIII**

**ACTIONS**

- (A) A quorum exists if five or more members are present at any one meeting.
- (B) A majority vote of the members present shall be required to carry any proposed motion or resolution.
- (C) Under no circumstances is any member to take any action or make any statements purporting to be made on behalf of the Commission as a whole unless given authority to do so by vote of the Commission.
- (D) All written communications to outside groups shall be sent out over the signature of the Chairperson with approval of the majority.

**ARTICLE IX**

**AMENDMENTS**

These policies and procedures may be amended from time to time by the City Council. The Paso Robles Youth Commission may recommend changes to these policies and procedures.

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Mayor *Steven W. Martin*  
Steven W. Martin (Aug 2, 2022 15:26 PDT)

Date Aug 2, 2022

City Manager *TJR*