

**PROCEDURAL RULES OF THE SAN MATEO COUNTY YOUTH
COMMISSION**

Rule 1 Authority and Purpose.

These Procedural Rules of the San Mateo County Youth Commission (hereafter the YC) are adopted pursuant to the San Mateo County Board of Supervisors Resolution No. 69276, which sets forth the Standing Rules for County Boards, Commissions, and Advisory Committees. These Rules of Procedure shall be submitted to the County Counsel for review and approval, and thereafter filed with the Clerk of the Board of Supervisors.

Rule 2 Members.

Section 2.1 General.

The YC was created by the Board of Supervisors Resolution No 57588 adopted September 21, 1993, amended by Resolution 59609 adopted August 22, 1995, amended by Resolution 65027 adopted January 15, 2002, and amended by Resolution XXXXXX adopted June 14, 2022. The members, the members' terms, and the members' duties are as set forth in the Board of Supervisors resolutions, and in the event of an inconsistency, such Board Resolutions, as such resolutions may be amended from time to time, will take precedence over these Rules.

Section 2.2 Number.

The YC may consist of up to 25 voting members; provided that such members shall be increased if necessary to be consistent with the Board's Resolutions.

Section 2.3 Appointment.

All members shall be appointed by the Board of Supervisors of San Mateo County (hereafter the Board) and shall serve at the pleasure of the Board.

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Section 2.4 Length and Limitation of Terms.

Members shall serve one-year terms of office up to four terms. At the conclusion of a term, a member may be reappointed to another one-year term. A member's term of office will expire in less than one year in the event that, during the period of such term the member reaches the age of 21. Individuals are eligible for appointment to the YC beginning at age 13.

Section 2.5 Dates of Terms.

Terms are for a fixed period. They shall begin on July 1st, and end on June 30th. The fact that a member may be appointed or begin their service after July 1st will not extend the member's term beyond June 30th of the following year.

Section 2.6 Resignation.

Any member may resign effective on giving written notice to the Clerk of the Board of Supervisors, unless the notice specifies a later time for their resignation to become effective. The acceptance of a resignation shall not be necessary to make it effective. As a courtesy, the YC Chair and the YC staff should be notified.

Section 2.7 Removal.

Any member appointed by the Board may be removed from office at any time for any reason, given or not given by the Board.

Section 2.8 Vacancies.

Any vacancy on the YC, however created, may be filled for the unexpired term by appointment by the Board.

Section 2.9 Action by the Board.

Notwithstanding the foregoing, the qualifications, term, and other conditions of YC membership shall be as determined from time to time by action of the Board.

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Section 2.10 No Individual Authority.

Individual Commissioners may not present themselves as representing the YC, unless approved, in advance, by the YC.

Rule 3 Elected Positions.

The YC shall vote to elect the YC Chair, Vice Chair, and Secretary. The Chair shall preside at all meetings of the full YC. In the absence of the Chair, the Vice Chair shall take on all duties and authority of the Chair. The Chair and Vice Chair shall be elected annually at the last meeting of the preceding year. The Secretary shall take notes at all meetings of the full YC. In the absence of the Chair and Vice Chair, the Secretary shall take on all duties and authority of the Chair. The Secretary shall be elected annually by the second public meeting. In the absence of the Secretary, any member of the YC may volunteer to take notes during the course of a meeting of the full YC. The officers shall be elected annually, and shall serve for one-year terms, for a maximum of two years in the same position.

Rule 4 Meetings.

Section 4.1 Regular and Special Meetings.

The date, time and place of Regular meetings shall be established by YC staff. The YC shall hold at least 11 Regular meetings each calendar year. Special meetings shall be held at any time and place at the call of the Chair or a majority of the authorized number of members.

Section 4.2 Open and Public.

Regular and special meetings shall be open and public and all persons shall be permitted to attend, except for closed sessions, all as required and permitted by applicable law.

Section 4.3 Notice.

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Notice of meetings shall be as specified in the Government Code §54950 *et seq* (the “Brown Act”), or any successor statute.

Section 4.4 Attendance and Participation.

Members must attend the Regular meetings of the YC and all committees, whether standing or ad-hoc, to which they are appointed and shall contribute their time and abilities as may be required. If a Member is unable to attend a meeting, they must give staff 24-hour notice in advance of the meeting. Failure to attend a meeting without notifying the YC staff shall be treated as an unexcused absence, necessitating a conversation with the staff that could result in removal from the YC. If a member has more than two (2) consecutive absences at Regular meetings, and/or four (4) absences over the course of the term, they may be subject to removal, which is done by Executive Board recommendation to the Board of Supervisors.

Section 4.5 Quorum.

A majority of the voting members of the YC shall constitute a quorum for the transaction of business at any Regular or Special meeting of the YC.

Section 4.6 Meeting Agendas.

The agenda for each meeting of the YC shall comply with all requirements of the Brown Act, or any successor statute.

Section 4.7 Conduct of Business.

The items on the agenda shall be considered in order unless the Chair shall announce a change in the order of consideration. Unless an agenda item identifies a particular source for a report, the Chair or YC Staff shall present the item, after which members may comment, and then the topic shall then be open to public comment upon recognition of the speaker by the Chair.

Section 4.8 Resolutions.

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All official acts of the YC shall be taken and authorized by vote or by resolution, adopted on motion, duly made, seconded and adopted by vote of the Members.

Section 4.9 Voting.

All resolutions to the YC shall be adopted by the affirmative vote of the majority of the Members, constituting a quorum, present and voting except as otherwise provided by law or these procedural rules.

Section 4.10 Disqualification from Voting.

A Member shall be disqualified from voting on any resolution relating to a transaction in which they have a financial interest, as required by law and the Conflict of Interest Policy of the YC.

Section 4.11 Minutes.

A designated person on each committee and for the full YC shall prepare the minutes of their respective meeting. The minutes shall be an accurate summary of the YC's or committee's consideration of each item on the agenda and an accurate record of each action of the YC. At a subsequent meeting, the minutes shall be submitted for approval by a majority vote of Members in attendance at the meeting covered by the minutes. When approved, the minutes shall be kept with the record of proceedings of the YC.

Section 4.12 Public Records.

All documents and records of the YC, not exempt from disclosure by applicable law, shall be public records under the California Public Records Act (California Government Code Section 6250, *et seq*).

Rule 5 Committees and Liaisons.

Section 5.1 Standing Committees.

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One standing committee shall be the Executive Board. The Executive Board shall meet monthly and be made up of the YC Officers. Additional standing committees may be created by the YC.

Section 5.2 Ad-Hoc Committees.

The YC may by vote or by resolution, from time to time, create ad-hoc committees and appoint the members to such committees as it deems necessary to carry out its purposes.

Section 5.3 Meetings.

Regular meetings of the committees shall be held at such times and places as are determined by the Chair(s) of each committee. Special meetings may be held at any time and place as may be designated by the Chair, YC Staff, or the majority of the members of the committee. A majority of the authorized number of the members of the committee shall constitute a quorum for the transaction of business.

Section 5.4 Open and Public.

Meetings of the standing committees will be open and public.

Section 5.5 Boards and Commissions, and County Initiative Liaisons.

YC Members have the option of being placed on a San Mateo County Board, Commission, or Initiative as determined by YC Staff, YC Members, and County Boards and Commissions. YC Members are to serve as Members of the specified Board, Commission or Initiative pursuant to the San Mateo County Board of Supervisors Resolution Specifying Standing Rules for County Boards, Commissions and Advisory Committees unless otherwise provided by law. Every Liaison may be given an Adult Ally from their respective placement.

Rule 6 Volunteers.

The YC may have volunteers participate in commission activities. Volunteers are encouraged but not required to attend meetings. At public YC meetings, volunteers are

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welcome to ask questions and provide input during public comment, however they may not vote on any YC action items.

Rule 7 Conflict of Interest Policy.

A Member of the YC shall not make, participate in making, or in any way attempt to use the Member's position to influence a decision in which the Member knows or has reason to know the Member has a financial interest.

Rule 8 Annual Work Plan.

The YC will develop an annual work plan and submit an annual report for the Board of Supervisors or present to the Board of Supervisors a year-end summary.

Rule 9 Oath of Office.

Before beginning service, each Member will take an oath of office, to be personally administered by an officer of the County authorized to administer such oaths. A group swearing in and oath of office will also occur at the annual retreat. If a Member is unable to attend the retreat to be sworn in, they shall make arrangements to take the oath of office thereafter. Failure to take the oath of office may result in removal by the Board.

Rule 10 Amendment of Procedural Rules.

These Rules may be amended only by a resolution of the YC at any meeting of the YC.