



Madera City Council Agenda 06/26/2019

Agenda Item A-1

Madera Youth Commission Yearly Outline for Year 2019/2020

Attachments:

- **Yearly Outline**
- **Bylaws**
- **Robert's Rules of Order**
- **The Brown Act**
- **Madera City Government**

Project Name: Madera City Wide Youth Commission

Project Location: City of Madera

Yearly Outline

Goal:	Advise and recommend solutions to the City Council and Mayor of Madera on issues relating you youth					
Target Population:	Madera youth aged 15-23					
Objective	Activities	Timeline		Outcomes	Responsible Staff	Measurement and Evaluation Method(s)
		Start Date	Target End Date			
1. Conduct outreach in the community to recruit new youth commissioners from under-represented communities for open seats	1.Update application 2. Reach out to community partners to distribute applications 3. F/U with current commissioners 4.School-site visits to distribute applications	July 2018	November 2019	At least 7 voting members diverse youth recruited Youth commission should be inclusive of 4 honorary members	Katrina Ruiz/Current Youth Commissioners	Demographic data demonstrate diversity
2. Identify the concerns and needs of the youth of Madera through community outreach and engagement; and hold public forums in which children, youth and families are encouraged to participate.	1. Youth Commission survey conducted and constructed by MYC youth 2. Public forums planned and executed	June 2019	July 2020	Data from survey made available and presented	Katrina Ruiz	Survey data published and presented
3. Examine existing social, economic educational, and recreational programs for youth;	1. Contact City Council Members to set up district specific meetings	July, 2019	August 2019	Youth commissioners meet with individual city council member to exchange priorities and coordinate initiatives	Katrina Ruiz, Johnny Mendez	Attendance records and meetings agendas

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develop and propose plans that support or improve such programs; and make recommendations thereon to the City Council.						
4. Develop a yearly outline with the areas of focus for the commission within the purview and jurisdiction of the City of Madera.	1. Partner with YLI Staff to develop a work plans addressing: Environment, Education & Health	August 2019	September 2019	Work plans developed to address specific issues related to youth regarding Education, Environment and Health	Katrina Ruiz and Johnny Mendez	Work plans developed and shared with community partners, and during city council meetings

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Goal:	Increase the capacity and leadership of at least 7 diverse youth to create community and increase youth voice and contribution to the landscape in the policies of the City of Madera					
Target Population:	Madera youth aged 15-23					
Objective	Activities	Timeline		Outcomes	Responsible Staff	Measurement and Evaluation Method(s)
		Start Date	Target End Date			
5. Submit recommendations to the City Council about public safety, job opportunities for youth, recreation activities for youth, opportunities for effective participation by youth in governmental process, and changes in city regulations that are necessary to improve the social, economic, educational, recreational advantages, health and well-being of youth.	1. Partner with on-going efforts to increase youth involvement in the decision making process.	September 2019	October 2019	YC write letters to the editor/Op-Eds to support local efforts to inform city residents of the need for increased youth involvement.	Youth Commissioners w/ YLI Staff support	At least one media advocacy piece to advocate for youth
6. Work with the public and private sectors to bring forth the concerns of youth as well as evaluate programming that will enhance the development of young people.	1. Media advocacy efforts 2. Policy advocacy efforts: meet with administrators and school board and city council 3. Gain support of youth, parents and	December 2019	January 2020	Policy adopted within the city of Madera	Youth Commissioners w/ YLI Staff support	At least one media advocacy piece At least one policy adopted and/or amended

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	local partners to advocate for policy adoption					
7. Report to the City Council the activities, goals and accomplishments of the Commission by June 30 of each calendar year.	1. Assign committees as Commission partners with school based campaigns	Sept, 2019	November 2019	YC supports on-going efforts	Youth Commission w/ YLI Staff support	Campaign implemented in at least one high school
8. Submit quarterly reports or as requested to the City Council.	1. Attendance of City Council Meetings, one on one's with City Council Members	Sept, 2019	November 2019	YC supports on-going efforts	Youth Commission w/ YLI Staff support	Communication with partners, attendance at meetings

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Project Location: City of Madera

Goal:	Advocate for equity for all youth in the City of Madera					
Target Population:	Madera youth ages 15-23					
Objective	Activities	Timeline		Outcomes	Responsible Staff	Measurement and Evaluation Method(s)
		Start Date	Target End Date			
9. Commissioners shall meet with their appointing Councilmember or Mayor at least three times a year.	1. Public Forums 2. School Events 3. City Council Meetings	July 2019	April 2019	Additional members of the Madera Youth Commission	Youth Commission w/ YLI Staff Support	Additional members of MYC as well as additional community involvement.

CITY-WIDE MADERA YOUTH COMMISSION

BYLAWS

I. PURPOSE: This document ensures that Youth Commission affairs conducted by members and the staff are in accordance with the City of Madera Youth Commission Ordinance and the Brown Act. Actions within this legal body must be followed through as stated below.

II. ORGANIZATION: The Youth Commission shall consist of 7 voting members appointed from each of the City of Madera's 6 Districts and 1 Mayoral Position at-large, as well as Honorary Non-Voting Youth Commission Members. Members are appointed by current City Council Members and the Mayor with the following guidelines:

- A. Each member of the City Council shall appoint one member to the Commission from their district; the Mayor shall appoint one member from the city-at-large.
- B. Immediate family members of the City Councilmembers and Mayor shall not be eligible for appointment.
- C. City Councilmembers and Mayor shall make an effort to involve local youth-serving organizations, as may be designated by the City Council in the selection and appointment process.

III. MEMBERSHIP: Appointment, Offices, and Methods are:

- A. Each appointed member must reside or attend school within the Madera city limits and shall be youth between fifteen and twenty-one years of age, at the time of appointment.
- B. Members may serve up to age twenty-three.
- C. Members of the Commission shall serve for a two-year term or for the term of the appointing Council Member whichever is less, or until a replacement is appointed. No person appointed to Commission shall be eligible to serve more than two consecutive terms (a total of four years).
- D. The Commission shall select a Chair and Vice Chair from among its members to serve for a one-year term; no member shall serve more than two consecutive terms in either position.
- E. Should a commissioner resign, they shall submit a written letter of resignation in advance to the Commission. A copy of the letter will be forwarded to the City Council Members and the Mayor.

IV. MEETINGS: The Commission has established these bylaws for the conduct of its business. These bylaws shall be consistent with this section and all other applicable laws and regulations, and shall enable the Commission to carry out the purpose of this section.

- A. All meetings of the Commission shall be subject to the Ralph M. Brown Act (Chapter 9 of part 1 of division 2 of title 5, commencing with Section 54950, of the California Government Code).
- B. The Commission shall schedule at least one meeting per month at a designated time and place. Meetings will be held the Second Wednesday of every month at ____pm at the _____. All members are required to attend every scheduled regular and special meeting. Three consecutive absences shall be allowed per year. More than three consecutive absences shall result in termination from the Commission.
- C. A simple majority of members shall constitute a quorum at any regular or special meeting of the Commission.
- D. Only voting members are permitted to hold office of Chairperson and Vice Chair. Youth Commission officers shall also consist of a Secretary, and Sergeant of Arms who do not need to consist of Voting Members. Collectively, this body will decide if any additional offices are necessary. Youth Commission Officers are elected by the Youth Commission and serve for a one-year (1) term. When deemed necessary, an officer may be removed from office by a two-thirds majority vote of this body; but shall retain Commission membership. If an officer resigns prior to their term's end, a written resignation must be submitted to the Youth Commission. A successor will then be voted in by the Commission to complete the duration of that term. Commissioners may not hold more than one office at a time. If the Commission sees fit, such officers may hold an office for no more than two terms. Such officers may, however, serve as officers on other committees and boards within the Commission.
- E. All committees must be created and approved by the Youth Commission. Each committee shall have at least ONE commissioner. All business conducted must be approved by the Youth Commission during meetings. Committees must designate one member to make regular reports to this body.
- F. Agendas and Minutes of the Commission shall be prepared by the Commission, filed with the Office of the City Clerk, and shall be public record.

V. RESPONSIBILITIES: The Commission shall have the following powers and duties:

- A. ALL commissioners shall act as liaisons between the Youth Commission (and ultimately the City Council Members and Mayor) and their constituents. These constituents being community youth populations.
- B. When City Council Members have youth-related items on their regular meeting agendas, and when practical, all representatives from the Youth Commission should be in attendance.
- C. ALL officers of the Commission and its committees shall carry out the responsibilities and duties traditional to their officer positions:
 - i. Chairperson, whose responsibilities include calling meetings to order and taking motions.
 - ii. Vice Chair, whose responsibilities include assuming the responsibilities of the Chairperson in their absence.
 - iii. Secretary, whose responsibilities include taking role and recording minutes.
 - iv. Sergeant of Arms, whose responsibilities include keeping track of time and maintaining order.
 - v. All responsibilities not otherwise assigned reside with the Chairperson. At their discretion, they may delegate such responsibilities by appointment.
- D. ALL commissions shall identify concerns and needs of the youth of Madera through community outreach and engagement; and hold public forums in which children, youth and families are encouraged to participate
- E. ALL commissions shall examine existing social, economic, educational, and recreational programs for youth; develop and proo[se plan that support or improve such programs; and make recommendations thereon to the City Council.
- F. Commissioners shall work together to develop a yearly outline with the areas of focus for the commission within the purview and jurisdiction of the City of Madera.
- G. The commission shall submit recommendations to the City Council about public safety, job opportunities for out, recreation activities for youth, opportunities for effective participation by youth in governmental process, and changes in city regulations that are necessary to improve the social, economic, educacational, recreational advantages, health and well-being of youth.
- H. Commission shall work with public and private sectors to bring forth the concerns of youth as well as evaluate programming that will enhance the development of young people.

- I. The Commission shall report to the City Council the activities goals and accomplishments of the Commission by June 30 of each calendar year.

VI. AMENDMENTS:

Any of these bylaws may be amended or repealed, and new bylaws adopted, at any meeting by a majority vote of the Youth Commission.

VII. AGREEMENT:

Each prospective commissioner shall, prior to their appointment, be given a copy of these bylaws along with the functions and responsibilities of the Youth Commission. prospective commissioners will receive an explanation of these bylaws by a current commissioner. After all questions are clarified, the candidate shall sign the last page of these bylaws, which will be kept on file.

NAME:

SIGNATURE:

DATE:

Robert's Rules of Order

Madera Youth Commission



YOUTH LEADERSHIP INSTITUTE

Use Your Voice

What are Robert's Rules of Order?

RRO Yo!

Robert's **Rules of Order** is the standard set of **rules** first published in 1876 by Henry M. Robert to run orderly meetings with maximum fairness to all members. RobertsRules.org optimizes parliamentary procedure for the 21st century.

Why do we use Robert's Rules of Order? (RRO)

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officer's reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

Why is RRO
important?

In order for the
Madera City Wide
Youth Commission to
be legit, these rules
must be followed!

You are an elected official!

As an elected official there are standards you must follow.

Robert's Rules of Order help to ensure you are on task and in good standing as an elected official.

Chairperson: Keeping Meetings in Line since 1876

A skilled chairperson allows all members to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard. The following [tips and reminders](#) will help chairpersons to run a successful and productive meeting without being run over or running over others.

Chairperson Continued...

- Follow the agenda to keep the group moving toward its goals.
- Let the group do its own work; don't over command.
- Control the flow of the meeting by recognizing members who ask to speak.
- Let all members speak once before allowing anyone to speak a second time.
- When discussions get off-track, gently guide the group back to the agenda.
- Model courtesy and respect, and insist that others do the same.
- Help to develop the board's skills in parliamentary procedure by properly using motions and points of order.
- Give each speaker your undivided attention.
- Keep an emotional pulse on the discussions.
- Allow a consensus to have the final authority of the group.

Everyone Matters!

Although there is a Chairperson, you all contribute and are important! There are no such things as a superior or higher position.

This is
Confusing...or How
Do I know I'm
doing it right?

We have gathered some printouts for you to study and practice!

Pair Up...we will discuss some of the material now!

Follow RRO!

You'll know exactly where to go!

The Brown Act



YOUTH LEADERSHIP INSTITUTE

Use Your Voice

Background:

The Ralph M. Brown Act is California's “sunshine” law for local government. It is found in the California Government Code beginning at Section 54950. In a nutshell, it requires local government business to be conducted at open and public meetings, except in certain limited situations. The Brown Act is based upon state policy that the people must be informed so they can keep control over their government.

- ★ This is often known as Checks and Balances.

Application of the Brown Act to “Legislative Bodies”

Application of the Brown Act to “Legislative Bodies” The requirements of the Brown Act apply to “legislative bodies” of local governmental agencies. The term “legislative body” is defined to include the governing body of a local agency (e.g., the city council) and any commission, committee, board or other body of the local agency, whether permanent or temporary, decision-making or advisory, that is created by formal action of a legislative body (Section 54952).

Meetings, According to the Brown Act

- ★ The central provision of the Brown Act requires that all “meetings” of a legislative body be open and public.
- ★ The Brown Act definition of the term “meeting” (Section 54952.2) is a very broad definition that encompasses almost every gathering of a majority of Council or Commission members
- ★ Includes: “Any congregation of a majority of members of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body or the local agency to which it pertains.”
- ★ In plain English, this means that a meeting is any gathering of a majority of members to hear or discuss any item of city business or potential city business
- ★ **Regular meetings must be posted 72 hours in advance.**

Posting of a Meeting Agenda

- ★ In 2016, the Legislature amended section 54954.2 to clarify the requirements of posting a legislative body's current agenda on the website of a local agency.
- ★ Specifically, a legislative body of a city, county, city and county, special district, school or college district, or political subdivision established by the state that maintains a website is mandated to post a **prominent, direct link of its current agenda** for meetings occurring **on or after January 1, 2019**.
- ★ Except as discussed below, the direct link must be to the agenda itself, as opposed to a link to a list of current and previous agendas.
- ★ It is recommended a direct link be titled, "CURRENT BOARD AGENDA" as a separate and noticeable button or tab on a local agency's website homepage. The direct link cannot be hidden within a contextual menu (e.g., a dropdown menu); however, in addition to the direct link to a current agenda, the agenda may be accessible through a contextual menu.

Media: To Allow or Not Allow?

- ★ Must notify media when requested; must allow media to remain even when meetings were cleared for disturbance.
- ★ Media can be present!

Exceptions to Posting a Meeting Agenda or Time

1) Personnel issues; 2) Pending litigation; 3) Labor negotiations; 4) Property issues; 5) License applications for people with criminal records; threats to public services or facilities; or insurance pooling (a practice wherein a group of small firms join together to secure better **insurance** rates and coverage plans by virtue of their increased buying power)

However...

Actions taken and votes must be publicly reported orally or in writing.

Copies of any contracts or settlements approved must be made available promptly!

USE YOUR NOTES!

When in doubt, refer to the handout until you are comfortable!

Madera City Government

What you need to know



City of Madera: Your Local Government Working for You!

Madera, is a Council-Manager form of local government.

The council-manager form of government is the most common form of city government in the US. Under this form of government, the legislative body is made up of elected officials, and the day-to-day operations are handled by a professional administrator.

The Madera City Council, a board of seven, is the elected legislative body of the City of Madera. Members of the City Council are elected by district, and the Mayor is elected at large. There are six (6) Council districts. Members of the City Council, including the Mayor, serve four-year terms.

Madera City Manager/Administrator

The City Administrator serves the citizens of Madera by carrying out the policies and directives of the Mayor and City Council. It is the City Administrator's job to ensure Madera's government is operating effectively and efficiently to best serve its citizens.

Currently, the City Manager is Arnoldo Rodriguez. Mr. Rodriguez was appointed in November 2018.

So, if we have a City Manager, why is there a City Council?

The council is the legislative body; its members are the community's decision makers. Power is centralized in the elected council, which approves the budget and determines the tax rate, for example. The council also focuses on the community's goals, major projects, and such long-term considerations as community growth, land use development, capital improvement plans, capital financing, and strategic planning. The council hires a professional manager to carry out the administrative responsibilities and supervises the manager's performance.

Does this form of Local Government Work?

In council-manager government, council members are the leaders and policy makers elected to represent various segments of the community and to concentrate on policy issues that are responsive to citizens' needs and wishes. The manager or administrator is appointed by council to carry out policy and ensure that the entire community is being served. If the manager/administrator is not responsive to the council's wishes, the council has authority to terminate the manager/administrator at any time. In that sense, a manager/administrator's responsiveness is tested daily.

Who, What, Where, When and Why!

Regular meetings of the Madera City Council are held the first and third Wednesday of each month at 6:00 p.m. in the Council Chambers at City Hall. Members of the City Council are elected officials identified under Government Code Section 87200 who are required to file a Statement of Economic Interests Form 700. Copies of the Statement of Economic Interests Form 700 may be obtained by visiting the Fair Political Practices Commission (FPPC) office or the City of Madera City Clerk's office. Electronic copies may also be available on the FPPC's website.

Fair Political Practices Commission (FPPC)

428 J Street, Suite 620

Sacramento, CA 95814

(866) 275-3772

www.fppc.ca.gov

Forms of Local Government

Municipal governments, such as the City of Madera; can use the mayor-council system or the council-manager system and manage services such as the provision of clean water, park maintenance, and local law enforcement. Cities and counties both rely on tax revenues, especially property taxes, to fund their provision of services.

California's Role

City governments are chartered by states, and their charters detail the objectives and powers of the municipal government. But in many respects the cities function independently of the states. For most big cities, however, cooperation with both state and federal organizations is essential to meeting the needs of their residents.