

**City of San Antonio
San Antonio Youth Commission Bylaws**

**ARTICLE I
Name**

The body shall be called the San Antonio Youth Commission and will hereinafter be referred to as the Youth Commission or the Commission.

**ARTICLE II
Purpose**

The San Antonio Youth Commission will act as an advisory committee to the Mayor and City Council and serve as a representative of the youth voice in San Antonio. The commission will seek to civically engage youth with the City of San Antonio through policy recommendations, advocacy and community service.

The commission will seek to:

1. Represent the needs of the students of their respective districts.
2. Engage the City Council of San Antonio and other community leaders in building partnerships that utilize the voice of our students to inform policy and impact city-wide initiatives.
3. Model excellence and a commitment to service through active participation in community service events.

**ARTICLE III
Membership**

Section 1- Composition

The San Antonio Youth Commission will be composed of two high school students appointed by each council district, and two at-large high school students appointed by the Mayor of San Antonio, for a total of 22 voting members.

Section 2- Term of Membership

1. Each appointed member shall serve a two-year term to run concurrently with the term of office of the appointing council member.
2. Each member may be reappointed to serve additional two-year terms, so long as at the time of appointment, the member is a high school student.

Section 3- Termination of Membership

- a) Commissioners are expected to be on time and present for every Commission meeting or event. Absences must be communicated to the Commission chair and City staff liaison prior to meeting.
- b) A Commission member may miss no more than three regular consecutive meetings without written e-mail notice to the City staff liaison and Commission chair.

- c) All Youth Commissioners will meet deadlines for reports, responses, and emails as set by the City staff liaison. Failure to meet deadlines more than three times may be grounds for removal by the appointing Councilmember or Mayor.
- d) Meetings, event attendance, and deadlines will be tracked by the City staff liaison.
- e) The Commission Liaison will make reasonable efforts to identify any social, emotional, or economic barriers preventing commission member participation prior to making a recommendation for removal from office.

ARTICLE IV Officers

Section 1- Officers

The offices of the San Antonio Youth Commission shall consist of:

1. Chair
2. Vice Chair
3. Secretary

Other offices may be created as needed.

Section 2- Election of Officers

1. Eligibility for Office: The Commission shall elect all officers from their membership.
2. Election of Officers: Having first established that a quorum is present, officers shall be elected by majority vote of members present at the regular meeting held at the beginning of each Fiscal Year as designated by the City of San Antonio.
3. Nominations: Nominations may be made by Commission members. Prior consent shall be obtained from all nominees.
4. Term of Office: Each officer will be elected to serve a one year term. No officer shall hold the same elected position for more than two consecutive terms.
5. Vacancies. If a vacancy occurs in any office, a special election shall be held at the next regular meeting.

Section 3 -Duties of Officers

1. The Chairperson shall:
 - a. Preside at all meetings of the Commission.
 - b. Appoint Special Committee Chairpersons and/or Special Committee members.
 - c. Call meetings as deemed necessary to carry out the activities of the Commission.
2. The Vice-Chairperson shall:
 - a. Perform the duties of the Chair in the absence of the Chairperson.
 - b. Act in an advisory capacity to the Chairperson.
 - c. Should a vacancy occur in the office of the Chairperson, the Vice-Chairperson shall become Chairperson until a Chairperson is elected by the Commission at its next regular meeting.

3. The Secretary shall:
 - a. Prepare official correspondence, with the assistance of City staff, of the Commission as requested by the Chairperson.
 - b. Be responsible for the recording of minutes of all meeting proceedings. Minutes shall be distributed to Commission members for review within one week of each meeting. Minutes may be approved at subsequent meetings.
 - c. Keep and maintain a current list of names, addresses, and contact information of the Commission's membership.
 - d. Maintain a record of voting results at meetings.
 - e. In the absence of the Secretary, the Chairperson will appoint a member to take minutes of the meeting.

ARTICLE V Subcommittees

1. The San Antonio Youth Commission shall have special subcommittees, which may be established from time to time on an ad hoc basis to carry out the goals and objectives of the Commission. The Chairperson shall appoint to such Special Committees.
2. The size of a subcommittee's membership shall be no less than two and no more than five voting Commission members, with a quorum consisting of a majority of appointed members to the subcommittee.
3. Subcommittee members may communicate in-person, through email, text messaging, and other forms of technology, provided quorum of the entire Commission is not met.
4. Subcommittee chairpersons shall keep a record of its activities and findings and shall report updates to the Commission through written or verbal reports at each regularly scheduled Commission meeting. Each subcommittee shall be responsible for establishing operational procedures appropriate to its functions. On issues requiring a vote by the Commission, the subcommittee chairperson shall present a recommendation and supporting rationale.

ARTICLE VI Meetings

Section 1- Meetings

1. Frequency- The San Antonio Youth Commission shall strive to meet ten times during the calendar year between August and May.
2. Quorum- A majority of appointed members shall constitute a quorum to convene a meeting. Quorum is required for the Commission to take action upon any item set forth on the agenda.
3. Proxies - Proxy votes will not be allowed.
4. Attendance. Commission members shall strive to attend all scheduled meetings. If a member must be absent from a regularly scheduled meeting he/she shall notify the Chairperson and Commission Liaison.

Section 2- Voting

1. Each member shall have one vote in all action items of the Commission.
2. A proposed action is adopted if a majority of the members in office vote in favor of the action, or other items deemed necessary by the majority.

**ARTICLE VII
Amendments**

These by-laws may be amended at any regular or special meeting by two-thirds vote of members present, provided further that vote by proxy shall not be permitted and provided that the amendment has been submitted in writing and presented to the Commission prior to the meeting. Non-substantive amendments to Commission by-laws shall become effective at the close of the meeting in which they are approved. In the event an amendment is in conflict with the City's Rules for Boards and Commissions, the amendment must be approved by the City Council, through the passage of an ordinance.

**ARTICLE VIII
Adoption and Effective Date**

The foregoing Bylaws were adopted at a meeting of the San Antonio Youth Commission and approved by City Council on the dates set forth below.

San Antonio Youth Commission adoption:

Date

City Council adoption:

Date