



San Francisco Youth Commission 2023-2024 Bylaws

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I. Name, Authorization & Purpose

A. Name

The Youth Commission (hereinafter called the “Commission”) was established by a 1995 amendment to the Charter of the City and County of San Francisco (SEC 4.122-4.125).

B. Authorization

The Charter provides the Commission with its authorization.

C. Purpose

The Charter mandates that the Commission advise both the Board of Supervisors and the Mayor on issues relating to youth and children, and that the Commission be under the jurisdiction of the Board of Supervisors.

II. Duties, Activities & Time Commitment

A. Duties

In order to fulfill its Charter-mandated purpose, the Youth Commission shall have the following duties:

1. Respond to legislation referred from the Board of Supervisors by providing the Board and the Mayor with written comments and recommendations and by sending commissioners to speak at meetings of the Board of Supervisors, its committees and other relevant City bodies;
2. Adopt resolutions that recommend, encourage or urge the Mayor and the Board of Supervisors to take certain actions;
3. Regularly meet with the elected officials who appointed each commissioner (and/or their aides), so as to develop a relationship with these officials and better advise them on the issues affecting children and youth in San Francisco; and
4. Monitor, research, investigate and analyze the budgets and programs of the various departments of local government that affect the children and youth of San Francisco—and non-governmental (not-for-profit or otherwise) organizations that do

the same—and propose a set of budget priorities (at minimum once a year) for policymakers to bear in mind when developing their budgets for the subsequent fiscal year.

B. Activities

In order to fulfill the above 4 duties, the Commission shall regularly engage in the following three activities:

1. Identify the issues and unmet needs of San Francisco's young people by surveying, questioning and developing relationships with young people themselves and adults who work with youth at recreation centers, social service organizations, after school programs, religious institutions, and any other kind of community-based organization that has youth members or serves youth in some way; and
2. Read, research, discuss and analyze statistics, reports, surveys, news articles and any other kind of data relating to young people in San Francisco, the United States, and beyond.
3. Engage in direct outreach and relationship building with youth populations from fraternal orders, service clubs, associations, churches, businesses, schools, and youth-based community organizations, to promote the Youth Commission and develop mutually-supportive relationships.

C. Time Commitment

1. Each Commissioner shall devote at least 15 hours per month to work on the Commission. Commission staff shall assist Commissioners in tracking and achieving their goals and commitments on the commission.
2. The time commitment requirement is greater for Commissioners elected by their colleagues to be officers, as per "Article V—Officer Positions," below.

III. Membership & Meetings

A. Membership

The membership of the Youth Commission shall be determined by SEC 4.123 (a) of the Charter:

“The Commission shall consist of seventeen (17) voting members, each of whom shall be between the ages of 12 and 23 years old at the time of appointment. Each member of the Board of Supervisors and the Mayor shall appoint one member to the Commission. The Mayor shall appoint five (5) members from underrepresented communities to ensure that the Commission represents the diversity of the City. Commission members shall serve at the pleasure of their appointing authorities.”

B. Regular Meetings & Mid Year Retreat

In order to conduct its business, the Commission shall regularly meet on the first and third Mondays of every month from September through July, unless this falls on a holiday, in which case the Commission shall meet on the day following that holiday (i.e., the following Tuesday). The commission may additionally opt to schedule meetings during the month of August. Regular meetings shall be in room 416 of City Hall unless otherwise noted on the Youth Commission website (www.sfgov.org/yc).

Exceptions include January (in which the Commission shall have a regular meeting on the first Monday of the month and then hold a special Mid Year Retreat in January at a location to be determined).

For the purposes of attendance (see Article IV—Attendance, below) the Mid-Year Retreat constitutes a regular meeting.

C. Special Meetings

Under the Brown Act, the Chair or a majority of the Commission have the power to call a special meeting of the Commission. In addition, the Executive Committee shall also have the power to call a special meeting of the Commission, if a majority of Executive Committee members opt to do so. A majority of Executive Committee members and/or the Chair may call for this special meeting either via a motion at a Full Commission meeting, an Executive Committee meeting, or in writing to the Commission Director and all Commissioners. For a special meeting, an agenda and 72 hours notice to the public must be provided, and all Meeting Procedures and Rules of Order below apply.

For the purposes of attendance (see Article IV, Section A, Attendance, below) all special meetings constitute a regular meeting.

D. Meeting Procedures and Rules of Order

The following rules hereby govern the Commission's quorum and voting procedure at Youth Commission meetings:

1. Quorum shall consist of a majority of the Commission's 17 members (i.e., 9 commissioners).
2. Quorum is needed to begin a Commission meeting and to pass any motion, unless otherwise noted.
3. In the case a Commissioner has taken a leave of absence they shall not be included in the total/majority number of Commissioners required to have quorum.
4. Abstentions are only permitted if there is a clear conflict of interest or if the particular motion refers to a matter a Commissioner would not be in position to be knowledgeable of (e.g., the approval of minutes from a meeting they did not attend).

In general, the Youth Commission shall conduct its meetings by employing the parliamentary procedure known as Rosenberg's Rules of Order.

E. Meeting Agendas & Minutes

Any commissioner and all members of the public are encouraged to request that items be added to the agenda. The Executive Committee (see Article V) shall meet the Wednesday prior to each Youth Commission meeting in order to approve the agenda for each upcoming meeting. Ultimately, the Executive Committee has the authority to determine the Commission's agenda. If the Executive Committee does not meet the week before a regularly scheduled Commission meeting, the Chair shall have the power to determine the agenda of the upcoming Commission meeting.

Agendas shall be posted (on the Commission's website, in front of room 416, and sent to the San Francisco Public Library) no less than 72 hours before each meeting and draft minutes shall be posted no more than two business days after the conclusion of the meeting in question.

IV. Attendance, Resignation & Leaves of Absence

A. Attendance

The Commission's attendance policy will be as follows. According to SEC 4.123 (c) of the Charter:

1. "Any member whom the Commission certifies to have missed three regularly scheduled meetings of the Commission in any six month period without prior authorization of the Commission shall be deemed to have resigned from the Commission effective on the date of the written certification from the Commission."
2. "Missing" a meeting means any of the following: being absent at a meeting; exiting a meeting any time before a meeting is adjourned, without returning.
3. A Youth Commissioner arriving after the roll call and quorum is called, will be marked tardy. Every two tardies will be equated to one unexcused absence.
4. To authorize an absence, a Youth Commissioner must inform Commission staff and the Chair as early as possible of their upcoming absence. At the beginning of each full commission meeting, during the call to order and roll call for attendance, the Chair may invite motions to authorize the absence of an absent commissioner who provided sufficient advance notice. The full Commission shall have the authority to authorize an upcoming absence by simple majority vote. The Commission shall not have the power to authorize more than 3 absences per member per term. If an absence is not authorized by the Commission, that absence hereby counts as a "missed" meeting.
5. The Commission shall have the ultimate authority on authorizing / not authorizing absences. To have a fair and consistent policy which respects all Youth Commissioners, staff, and those who the Youth Commission represents, the following should be used as guiding principles:
 - a) Youth Commissioners requesting an excused absence should do so as far in advance of the meeting they will be absent from as possible, at least 72 hours in advance. Only in extreme circumstances (e.g. medical or family emergency) should there be an exception.
 - b) Youth Commissioners should only be excused for mandatory responsibilities.
 - c) All mandatory cultural and/or religious responsibilities should be respected and excused equally.

- d) Youth Commissioners requesting an excused absence should have the responsibility of providing a reason for their absence to Commissioners and staff.

B. Parental Leave Policy

Administrative Code Chapter 67B authorizes members of the Youth Commission to take parental leave in certain circumstances. The terms of the parental leave policy are set forth in Administrative Code Section 67B.1. That section is incorporated by reference into these bylaws. Staff shall provide a copy of Section 67B.1 to each member of the Youth Commission when the member assumes office. Any member who intends to take parental leave under this policy must inform staff and the Chair of the Youth Commission in writing. To the extent feasible, the member's written notice shall state the beginning and end dates of the leave and whether the member intends to participate in Youth Commission meetings remotely during the leave. The notice is not binding on the member and does not limit the member's rights under the parental leave policy, but rather is intended to aid staff and the Chair in planning the work and the meetings of the Youth Commission while the member is on parental leave.

C. Resignation

After a Commissioner has been found to have missed 3 meetings, Commission staff shall prepare a letter to Commissioners informing them of the Bylaws violation (and therefore assumption of resignation) to be voted on by the full Commission at the next full Commission meeting. The Commissioner shall have an opportunity to account for their absences prior to the Commission's vote to certify a resignation. Only by supermajority vote shall the full Commission have the power to not certify such a Commissioner's resignation.

D. Committee Attendance

1. Each committee has the authority to approve absences and ask a committee member to resign if in violation of the attendance policy. Attendance within committees is to follow the same regulations as that of the full Commission meetings. Specifically, the Commissioner in question shall be subject to resignation from their respective committee, but not the Commission as a whole. However, when a member of the executive committee is subject to resignation, the full Youth Commission will have the authority to hold elections for that vacant seat;

2. If a Commissioner is removed from their committee for any reason, and they no longer sit on any standing issue committee, they must join another committee to fulfill their requirements as listed in Article VI, Section A.

E. Leaves of Absence

1. A Commissioner may request a leave of absence, for any reason, of not more than 3 regular Commission meetings, by submitting a written request to the Executive Committee by the Wednesday before a regular Commission meeting. The full Commission shall have the power to consider and grant a leave of absence. Staff will formally inform appointing officers in the event of a Commissioner's leave of absence;
2. If an Executive Officer submits a leave of absence and it is approved at a full Youth Commission meeting, a special election shall be held at the next full Youth Commission meeting to fill that officer's role in an interim capacity until the return date listed on their approved leave of absence request.

V. Executive Committee Officer Positions

A. Names & General Purpose of Executive Officers

In order to aid in the conduct, efficiency, productivity and joy of the Commission's work of fulfilling its chartered purpose and duties, the Commission shall have the following elected officers, who together shall constitute the Executive Committee: one Chair, one Vice Chair, two Legislative Affairs Officers, and two Communication and Outreach Officers.

These officer positions are not purely celebratory. Being elected to them does not constitute any kind of victory-in-itself. Rather, the purpose of these positions is to aid in the work of the Commission—and not to advance the personal interests, positions and desires of the individuals elected to serve in these positions.

In other words: officers serve the entire Commission—and not the other way around.

B. Executive Officer Positions & Duties

1. The Chair shall:

- a) Facilitate Commission meetings by upholding and enforcing the Commission's Rules of Order and these Bylaws;
- b) Motivate and encourage the active and engaged participation of all Commissioners (and members of the public) at meetings by being fair, encouraging, positive and resisting expressing their own opinion on an item until the end of discussion;
- c) Meet with Commission staff weekly to discuss Commission business;
- d) Be the spokesperson for the Commission and, with the other officers, coordinate community outreach and educational materials, Commissioner testimony at legislative hearings, and media and public relations;
- e) Review the agenda for each Commission meeting with staff and the Vice Chair;
- f) Schedule or cancel Commission meetings;
- g) Have a flexible schedule with free time during the day in order to conduct all of these duties.

2. The Vice Chair shall:

- a) If the Chair is not present, facilitate Commission meetings;
- b) Serve as acting Chair when the Chair is unable to fulfill the role;
- c) Facilitate Executive Committee meetings;
- d) Review the agenda for each Commission meeting by meeting with staff and the Chair;
- e) Coordinate Commission forums and Commission presentations at schools, City departments, community agencies, and events with the Communications and Outreach Officers;

- f) Working with the Legislative Affairs Officers, coordinate commissioner and other youth testimony at legislative hearings; and coordinate the approval and presentation of the annual Budget and Policy Priorities;
- g) Shall serve as the Youth Commission's representative on the Our Children, Our Families Council, unless or until another representative is designated by the full Commission;
- h) Shall serve as Parliamentarian to oversee the use of and any potential amendments to the Youth Commission's current Bylaws, and ensure that commissioners are in compliance with all Commission policies, in collaboration with staff.

3. The (2) Legislative Affairs Officers shall:

- a) Serve as the points of contact to receive, monitor, and report pending legislation at the Board of Supervisors to the Commission;
- b) Monitor Board of Supervisors' agendas and hearing schedules for pending legislation;
- c) Confer with committee chairs regarding pending legislation that could be referred to the full Commission for comment and recommendation, and can determine whether the legislation should be considered separately and beforehand by the appropriate Youth Commission committee;
- d) Work with Youth Commission staff to ensure commissioners build relationships with the Board of Supervisors and Mayor by meeting with offices about upcoming legislation and ongoing Youth Commission policy work;
- e) Work with Youth Commission staff to regularly check in with fellow commissioners to make sure commissioners are meeting with their appointing officers regarding pending legislation;
- f) Support Commissioners by assisting in the drafting and revising of youth sponsored action legislation;

g) Solicit interest and participation of Commissioners in giving testimony at public hearings; and

h) Attend Board of Supervisors meetings, if possible.

4. The (2) Communication and Outreach Officers shall:

a) Develop an annual outreach plan for the Commission and present the plan for approval to the Commission with staff, and coordinate assignment of responsibility;

b) Regularly check in and support committees in the development and implantation of their outreach goals;

c) Help acquire information, identify potential opportunities to collaborate and/or network, and engage peers at each community, government or other event in which the Commission (as a full body or as a committee) is involved.

d) Ensure that commissioners are attending meetings with youth and other community members each month;

e) Outreach for Board of Supervisors hearings agendized according to requests made by the Youth Commission pursuant to Board Rule 2.12.1, the Youth Voice Scheduling Rule;

f) Coordinate Commission forums and Commission presentations at schools, City departments, community agencies, and events with the Vice Chair;

g) With staff, help maintain a strategic, professional, and active presence on the Youth Commission's social media platforms.

C. Executive Officer Time Commitments, Accountability and Removal

1. Election to any of the above-named five officer positions requires a Commissioner to devote at minimum 2 more hours a week to work on the Youth Commission on top of the 15 hour per month commitment required of all other commissioners, except for the position of Chair, who shall be required to devote at minimum 3 more hours;

2. In order for Executive Officers to be accountable to the entire Commission, the Executive Committee shall prepare a brief report of its activities to be shared at each regular Commission meeting. Commissioners are encouraged to ask questions and refer to these Bylaws in order to keep officers accountable for their work;
3. Any Executive Officer may be removed from any position at any full Commission meeting by a supermajority vote of the Commission, provided that the item has been duly noticed. However, if an Executive Officer has an approved leave of absence, the full Commission may elect an interim Commissioner to serve in their role until the leave of absence is over and the officer returns;
4. No Commissioner shall serve in more than one Executive Officer position at a time, and no executive officer can simultaneously hold a role as a chair of an issue-based committee.

D. Executive Officer Elections

1. The election of Executive Officers shall be conducted at the first Commission meeting of the term as follows: Commissioners may nominate themselves or another Commissioner for any officer position. Commissioners nominated by others are allowed to decline nominations.
2. After all the nominations are made, each Commissioner who has accepted a nomination of the position-in-question will have two minutes to share a statement regarding why they would like to be elected to said position.
3. After each Commissioner has made this statement of up to two minutes, their colleagues may ask questions (of up to 60 seconds each) of each Commissioner running for executive office, who will have up to 60 seconds to respond. Each Commissioner is limited to one question of each candidate for executive office.
4. After the question-and-answer session has concluded, by roll call vote, officers shall be elected. If no candidate attains nine votes, the candidate with the lowest number of votes shall be eliminated and there will be another roll call vote. This process shall repeat itself until each officer position is filled.

VI. Standing Issue-Based Committees

A. General Purpose & Membership of Committees

1. Committees exist in order to aid in the conduct, efficiency, productivity and joy of the Commission's work of fulfilling its Charter-mandated purpose and duties. The Commission shall have an Executive Committee and 3-4 standing issue-based committees formed on the basis of the respective interests and common availability of commissioners. Each commissioner is expected to serve as a regular member of one standing issue-based committee each term and attend all regularly scheduled meetings. Commissioners may additionally opt to join meetings of other standing issue-based committees.
2. Each commissioner is expected to serve as a regular member of one standing issue-based committee each term and attend all regularly scheduled meetings. Commissioners may additionally choose to be a non-voting member with speaking privileges of additional issue-based committees;
3. Following their election in the first meeting of the full Commission, the Chair, with support from staff and consultation with the Executive Committee, shall solicit the preferences of Commissioners for which issue-based committee they wish to serve on. The Chair should then present a committee roster proposal to be voted on, by simple majority, at the second full Commission meeting. In the case the roster proposal is rejected, the Chair shall then again create a new proposal to be considered at the next full Commission meeting.
4. Commissioners are encouraged to include non-Commissioners and interested youth on all Youth Commission committees, task forces, and/or subcommittees. Any youth may apply to serve as a non-voting member through a process determined by the Staff and the full Commission, and must be approved by a majority vote of the body they hope to serve on. Non-voting members shall have full speaking privileges and can suggest items to include on the agenda, but cannot vote on any item on the agenda.

B. Working Groups, Tasks Forces, and Subcommittees

1. Commissioners are able to create Working Groups, Task Forces, and Subcommittees with a simple majority vote (50%+1) at any scheduled full Commission meeting;

2. In the case that a Committee does not have quorum, the present Commissioners may continue forward with having an unofficial working group meeting to have discussion, with or without staff present to clerk or facilitate the meeting.

C. Responsibility, Authority and Meeting Time of Executive Committee

The Executive Committee has the following responsibilities and authorities: approving Commission meeting agendas on the Wednesday before each regularly scheduled Monday full Commission meeting; preparing commissioners for discussion of legislation referred from the Board of Supervisors; regularly discussing and proposing solutions for issues raised by other committee members or individual commissioners; selecting commission representatives to the Our Children, Our Families council; interviewing applicants for youth seats 1 and 2 on the Children, Youth, and Families Oversight and Advisory Committee (OAC), youth seat 6 of the Sugary Drinks Distributor Tax Advisory Committee, and any other specified youth seats that are under the responsibility of the Youth Commission, and advising the full Youth Commission on which applicants to consider recommending to the Mayor; and Commission legislation.

D. Responsibility, Authority, Membership, Chairpersonship and Meeting Time of Standing Issue-Based Committees

1. The Commission's other committees (i.e., non-Executive) are responsible for meeting with City and school district officials, community members, organizations and advocates; for conducting research and investigation; and for developing legislation and policy under their general subject matter jurisdiction;
2. It is encouraged that in addition to Commissioners themselves, Commission committees include other young members (ages 12-23 especially) who are not Commissioners. Commission committees (non-Executive) shall operate according to Section III—Membership and Meetings, (B3) Meeting Procedures and Rules of Order, of these Bylaws. These committees shall establish their own regular meeting date and time;
3. Committees shall elect a Chair and Vice Chair at their first official meeting, following the procedure used for executive officer positions in Article V, Section C: Executive Officer Time Commitments, Accountability and Removal (C);

4. All chairs must attend chair training(s) put forth by Youth Commission staff and will be considered under the same attendance structure as full Youth Commission attendance rules. The Youth Commission Staff shall include the dates for these training(s) in the Youth Commission Meeting Schedule, given in the beginning of the term (unless stated otherwise by staff);
5. The full Youth Commission shall have the power to dissolve and create standing-issue based committees by simple majority vote (50%+1).

E. Special Supercommittees and Youth Commission Participation in Outside Bodies: Our Children, Our Families Council; Youth Justice Committee and the City's Juvenile Justice Coordinating Council.

1. The full Youth Commission, by simple majority vote, has the authority to designate which Youth Commissioner will serve on the City's Our Children, Our Families Council, an advisory body co-led by the Mayor and San Francisco Unified School District (SFUSD) Superintendent that aims to align city, school district, and community efforts to improve outcomes for children, youth, and families. Commissioners holding executive and/or committee officer roles are eligible to serve as the OCOF representative, and it is encouraged that the OCOF representative be positioned to inform on the work of all Youth Commission committees. The Vice Chair shall serve as the OCOF representative, unless or until another representative is chosen by the full commission;
2. The Youth Commission's participation in the City's Juvenile Justice Coordinating Council, a state-mandated local body, shall be determined by a simple majority of the full Commission.

F. Recommendation Process for Youth Appointments to Other City Bodies

1. For those bodies for which the Youth Commission reviews applications and makes recommendations on appointments for youth seats, the following process shall be observed. This does not apply in the case of internal appointments and elections of sitting Youth Commissioners to represent the Youth Commission on other bodies.
 - a) When Youth Commission staff are informed of a vacancy for a seat regarding which the Youth Commission is tasked

with making an appointment recommendation, staff shall notify the Executive Committee.

- b) When an application for the seat has been released, staff will inform both the Executive Committee and the full Youth Commission of the application deadline and any other relevant information related to the application process during a formal meeting of each of those bodies. This information will also be posted on the Commission's website, in internal communications, and by public outreach.
- c) In consultation with staff, the Executive Committee will schedule a review session in a regular Executive Committee meeting, during which the Executive Committee and any other Commissioners present will review applications for the seat. Applications for the seat must close no later than the date of the last full Youth Commission before the review session in the Executive Committee. At the last full Youth Commission before the review session, the Executive Committee and staff will inform the full Commission of the date set for the review session. Once applications have closed, staff will forward all applications to all Commissioners for review, and will inform all applicants that, should they be recommended by the Executive Committee, they will be asked to be present at the following full Youth Commission meeting.
- d) At the review session, the Executive Committee shall consider all applications, as well as any comments forwarded to it by other Commissioners. The Executive Committee shall recommend between one (1) and three (3) applicants. Should the Executive Committee fail to make any recommendations, this process will start all over again from subsection (b).
- e) All recommended applicants will be asked to appear at the next full Youth Commission meeting, and shall be informed of this by staff directly following their recommendation by the Executive Committee. The applications of applicants recommended by the Executive Committee, as well as any further materials and reports produced by the Executive Committee, shall be included in the agenda packet for the full Youth Commission agenda on which they appear.

- f) At full Youth Commission, each applicant will be asked to speak on their application for three (3) minutes, followed by five (5) minutes of Commission questions, to be extended at the discretion of the Chair. The Commission will then vote to recommend one (1) applicant to the appointing authority by absolute majority of sworn Commissioners.
- g) Should the full Commission fail to make a recommendation, a full supplementary review session must be scheduled for the next regular full Youth Commission meeting, during which the full Commission will review all applications received for the seat and recommend one (1) applicant to the appointing authority by absolute majority of sworn Commissioners. Applicants will not be asked to appear at this meeting, unless the full Youth Commission votes to the contrary by simple majority of Commissioners present after failing to make a recommendation at the preceding meeting.
- h) Should the full Commission fail to make a recommendation after the supplementary review session in full Commission, this process will start all over again from subsection (b). Alternatively, at any point in this process once applications have closed, the full Commission may vote by absolute majority to affirmatively not make any recommendation for the seat. Should this happen, staff will immediately inform the appointing authority.
- i) Staff shall maintain communication with applicants to make sure they understand this process.

VII. Commission Core Values & Code of Conduct

A. Commission Core Values

1. The work of the entire Commission is guided by belief in the following core values:
 - a) Bridging the gap between youth and government;
 - b) The best work is done in a manner that is respectful, inclusive and honest;
 - c) A better world for all young people is possible;

- d) Belief in working towards a world that supports the safety, well being and positive enrichment of all young people;
 - e) Belief in working towards a world where safety and justice, adequate housing, sufficient health care, and superlative education are the right of all young people; and
 - f) Belief in working towards a world that is all inclusive, diverse, loving, and kind.
2. The Commission believes that young people have the knowledge and power necessary to create the world described above, and believes that our role as the voice of young people in San Francisco is to respectfully represent our communities to the best of our abilities.
 3. Acknowledging that current systems in place do not serve all of us and by amplifying youth voices and advocating for one another, we as a body can shift conversations and dynamics for how communities can live and thrive.
 4. Actively and compassionately unlearning biased, harmful and negative ideologies we've been taught will better help our communities and one another.

B. Commissioner Code of Conduct

1. Commissioners will exercise mutual respect and professionalism during commission and committee meetings, in the exercise of all City business, and at all times while publicly representing the Commission. This includes maintaining a respectful approach to debate and disagreement, and seeking to proactively resolve conflicts through the exercise of open and respectful feedback.

VIII. Staff Role, Mission, Vision, and Accountability, Expectations of Commissioners, & Use of Office Resources

A. Staff Role

1. Commission staff are responsible for assisting the Commissioners in fulfilling their Chartered duties and, in particular, to assure the day-to-day functioning of the Commission. Staff shall also enforce

these Bylaws and other adopted Youth Commission policies and procedures.

2. Staff shall support the Commission in the following ways: training Commissioners in the structure of City government, the legislative and budget processes, public speaking and public policy, diversity and difference, and other topics of interest as they arise; assisting in the drafting of legislation and other Commission documents; speaking with or on behalf of the Commission at community and government meetings; assuring compliance with all local, state and federal public meeting and record retention policies; and facilitating the Commission's (and individual Commissioners') relationships with City and school district officials, community organizations and advocates, and other young people. Staff shall, in general, work a 40 hour week.

B. Staff Mission, Vision, & Accountability

1. Commission staff believe:
 - a) That the Youth Commission must positively impact the communities of San Francisco by engaging, enabling, and bringing to the forefront of legislative and policy debates the compelling voices of San Francisco's youth;
 - b) In the presence and active roles of young people in government—locally and beyond;
 - c) In being truthful and respectful to ourselves, our Commissioners, our colleagues in the community and government, and the youth in the many communities of San Francisco.
2. The work of Commission staff is guided by a vision in which staff works to:
 - a) Create and maintain a safe, productive, upbeat and fun space at the Commission in which respectful, supportive, open, and honest relationships amongst Commissioners and Staff can develop, change and thrive;
 - b) Develop the leadership abilities, communication skills, knowledge of the fundamentals of City government, the budget, legislative processes and parliamentary procedure,

and socio-emotional intelligence of our Commissioners and other young people, in order to ensure active, effective youth participation in San Francisco City government;

- c) Collaborate with community members, organizations, schools; and
- d) Ensure that Commissioners establish working relationships with their appointing officers and their staff, whether that be the Mayor or their District Supervisor;
- e) Honestly share our insight, history, and vision in order to provide the best possible experience for all Commissioners, while maintaining a commitment to our Commissioners that the institution truly be—with respect to its policy direction and culture—a youth led institution.

3. Commission staff works to be accountable to Commissioners by:

- a) Being forthright, communicative, and direct with Commissioners about our work as staff, including: sharing and explaining what we do during the work day; introducing Commissioners to as many policies, procedures, City departments, organizations, books and individuals as Commissioners would like;
- b) Being respectful, direct, and communicative with Commissioners about our expectations for their work—including its relative quality, quantity and positive spirit; and
- c) Seeking feedback (both formally and informally) from Commissioners regarding their expectations and opinions of staff work; and
- d) Ensuring collaboration between returning Commissioners and staff to support newly-appointed Commissioners at the beginning of each term.

C. Staff Expectations of Youth Commissioners

- 1. In order to aid in the fulfillment of commissioners' achievement of their chartered duties and individual goals, as well as the

meaningful use of staff time and resources, Youth Commission staff expect that commissioners will:

- a) Check email daily and read the weekly internal update weekly;
- b) Reply in a timely manner to communication from Commission staff; weekdays before 6:00 pm, if by phone;
- c) Prepare for meetings by reviewing agendas and supporting documents, and writing down questions and comments;
- d) Remain present and alert during meetings;
- e) Notify staff and colleagues of any upcoming tardies and absences at least 72 hours in advance;
- f) Maintain regular communication with their appointing officials' offices;
- g) Request the support needed from staff to achieve both policy and personal goals;

D. Office Resources

1. The Youth Commission Office, room 345 of City Hall, shall be open, in general, from 10:00am to 6:00pm on regular City & County of San Francisco work days. Staff reserves the right to close the office for an hour at lunch, for off-site meetings, and to modify this schedule based on other hours worked by staff.
2. The two non-staff computers and two non-staff phones, along with mailboxes for each of the Commission's 17 members, are available for Commissioners to use only for their official work as Commissioners.
3. For purposes of safety, Commissioners may only use the office if a staff person is present.

IX. Legislation

A. Types of Legislation & Tracking System

1. The Commission shall have three types of legislation: Reports to the Board and Mayor; Action Legislation, which includes Resolutions and Motions); and Resolutions of Commendation.
2. The Commission shall maintain the following format for tracking its legislative work: each document will begin with a shorthand for the current fiscal year (i.e., “1920”), followed by a dash (i.e., “—”) followed by the acronym for the three types of legislation (i.e. 1920—RBM), followed by the number that the document is in the line of introduced legislation for that fiscal year (e.g., if the document is the fourth piece of legislation of that type introduced this year, then “4”) followed by another dash (i.e., “—”) and the shortened title of the legislation.

B. Reports to the Board and Mayor (RBM)

1. Reports to the Board and Mayor are official responses to pieces of legislation referred from the Board of Supervisors under Charter SEC 4.124. The substance and content of these Reports are developed through conversation, on the public record, at Commission meetings where the Commission takes a position on a piece of legislation referred. The Legislative Affairs Officers and staff are vested with the authority to type up these Reports and the responsibility to deliver them to the Clerk of the Board, the Board of Supervisors and the Mayor’s Office.
2. Except for extraordinary situations, Reports to the Board shall only be considered once by the Commission before being adopted.

C. Action Legislation (AL)

1. Action Legislation consists of written communications that suggest a change in policy or administrative practice, or formally support a campaign, organization, or event. This can take the form of
 - a) Resolutions - Resolutions shall normally be considered twice by the full Commission before being adopted. In extraordinary situations, the Commission may by simple majority vote motion to suspend this rule and take action on a resolution on its first reading.
 - b) Motions - Motions shall consist of endorsements, policy reports, or statements.
 - c) Resolutions and Motions shall have their individual tracking systems.

2. Resolutions shall normally be considered twice by the full Commission before being adopted. In extraordinary situations, the Commission may by simple majority vote motion to suspend this rule and take action on a resolution on its first reading.

D. Resolutions of Commendation (RC)

1. Resolutions of Commendation officially recognize the work of an individual, organization, or organized effort.
2. Following the passage of a Resolution of Commendation, any Commissioner may request staff to prepare a Certificate of Honor for any person(s) and/or organizations honored in the resolution, to be signed by the Chair on behalf of the Commission.
3. Except for extraordinary situations, Resolutions of Commendation shall only be considered once by the Commission before being adopted.

E. Use of Board of Supervisors Board Rule 2.12.1

1. Pursuant to the Board Rule 2.12.1 (Hearings on Items Referred to the Youth Commission), the Youth Commission may request that a hearing related to an item referred to the Youth Commission be scheduled at a time deemed appropriate for persons 18 years of age and younger. Requests must be submitted promptly after receiving the referred matter, no later than 5 business days prior to the scheduled Board of Supervisors Committee meeting.
2. To initiate the request, staff will collaborate with the Legislative Affairs Officer and with relevant committee chairs and/or the commission chair to determine whether a scheduling request should be made for a particular item. The full youth commission can request for an item to be heard at a youth-friendly hour during their own hearing on legislation referred, provided it is more than 5 days in advance of the scheduled Board of Supervisors committee meeting. To submit the request, Youth Commission staff will initiate a written request to the Chair of the relevant Board of Supervisor committee and the primary sponsors, copying the Clerk of the Board and the relevant Committee Clerk.
3. The invocation of the scheduling request does not disqualify the matter from being heard outside of the requested time frame, and

the Youth Commission should prepare to attend and present accordingly during regularly scheduled meeting times.

4. Before initiating the request, youth commissioners will first deem that the legislation has a significant impact on youth wherein youth input would be vital to the Board's consideration of the matter, and secondly ensure that other youth plan on attending the hearing, if held at a youth-friendly time. If the scheduling request is invoked, youth commissioners will maintain responsibility for conducting further outreach to other youth about the upcoming hearing, with primary responsibility belonging to the Outreach and Media officers.

X. Amendments to Bylaws

- A. The Commission can create, repeal, amend, or reword bylaws with a simple majority vote of the full Commission. Changes made to the bylaws must be placed on the agenda and be noticed according to all applicable public meeting laws.

Amended 09/20/21
Amended 11/20/23