



San Francisco Youth Commission
Agenda – Special
****Special Inaugural Meeting****
Wednesday, September 5, 2018
6:00 pm-8:00 pm
City Hall, Room 416
1. Dr. Carlton B. Goodlett Pl.
San Francisco, CA 94102

There will be public comment on each item.

Charley Obermeyer, Lily Marshall-Fricker, Maggie Dong, Josephine Cureton, Calvin Quick, Felix Andam, Alysha Sadarangani, JoJo Ty, Natalie Ibarra, Monet Wilson, Bahlam Vigil, Arianna Nassiri, Nora Hylton, Drew Min, Grace Hoogerhyde, Alexander Hirji, Kaye Chin

- 1. Call to Order and Roll Call for Attendance (Discussion and Possible Action)**
- 2. Approval of Agenda (Action Item)**
- 3. Approval of Minutes (Action Item)**
 - A. June 18, 2018
([Document A](#))
- 4. Public Comment on Items not on Agenda (Discussion Only)**
- 5. Legislation Referred from the Board of Supervisors (All Items to Follow Discussion and Possible Action)**
 - A. BOS File No. File No. 180807 - [Ordinance amending the Administrative Code to establish the Early Care and Education for All Initiative, to be funded by appropriations from the Babies and Families First Fund, including procedures concerning a spending plan and reporting requirements]
Sponsor: Supervisors Yee, Kim, Ronen, Cohen
Presenter: Erica Maybaum, Legislative Aide to D7 Supervisor Norman Yee
(Document B)
- 6. Presentations (All Items to Follow Discussion and Possible Action)**
- 7. Consent Calendar (Action Item)**

All items hereunder constitutes a Consent Calendar. There will be no separate discussion of these items unless a Commissioner so requests. In that event, the item will be removed from the Consent Calendar and considered as a separate item immediately following the vote on the rest of the items.



8. Youth Commission Business (All Items to Follow Discussion and Possible Action)

- A. Adoption of 2018-19 Youth Commission Bylaws
Presenter: Youth Commission Staff
(Document C)

- B. Election of 2018-19 Youth Commission Executive Officers

9. Committee Reports (Discussion Only)

10. Staff Report (Discussion Only)

11. Announcements (This Includes Community Events)

12. Adjournment

Any materials distributed to the members of the Youth Commission within 72 hours of the meeting or after the agenda packet has been delivered to the members are available for inspection—along with minutes of previous Youth Commission meetings and all supplementary information—at the Youth Commission office during regular office hours (9am to 6pm, Monday—Friday). The Youth Commission office is at:

City Hall, Room 345
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
Phone: (415) 554-6446, Fax: (415) 554-6140
Email: youthcom@sfgov.org
www.sfgov.org/yc

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code) Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE, please contact:

Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689
Phone: (415) 554-7724, Fax: (415) 554-5784
Email: sof@sfgov.org

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Ordinance Task Force, at the San Francisco Public Library, and on the City's website at <http://www.sfgov.org>.

The nearest accessible BART station is Civic Center (Market/Hyde Streets). Accessible MUNI Metro lines are the F, J, K, L, M, N, T (exit at Civic Center for Van Ness Stations). MUNI bus lines also serving the area are the 5, 5R, 6, 7, 7R, 7X, 9, 9R, 19, 21, 47, and 49. For more information about MUNI accessible services, call (415) 701-4485.



The ringing and use of cell phones, pagers, and similar sound-producing electronic devices are prohibited at this meeting. The Chair may order the removal from the meeting room of any person responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic device.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals.

To obtain a disability-related modification or accommodation, including auxiliary aids or services to participate in the meeting, please contact Kiely Hosmon, Youth Commission Director [phone: 415-554-6464; email: Kiely.hosmon@sfgov.org] at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00 p.m. the previous Friday. Full Commission Meetings are held in Room 416 at City Hall, 1 Dr. Carlton B. Goodlett Place in San Francisco. City Hall is accessible to persons using wheelchairs and other assistive mobility devices. Ramps are available at the Grove, Van Ness and McAllister entrances.

LANGUAGE INTERPRETERS: Requests must be received at least 48 hours in advance of the meeting to help ensure availability. Contact Peggy Nevin at (415) 554-5184.

AVISO EN ESPAÑOL: La solicitud para un traductor debe recibirse antes de mediodía de el viernes anterior a la reunion. Llame a Derek Evans (415) 554-7702.

Paunawa: Ang mga kahilingan ay kailangang matanggap sa loob ng 48 oras bago mag miting upang matiyak na matutugunan ang mga hiling. Mangyaring tumawag kay Joy Lamug sa (415) 554-7712.

翻譯 必須在會議前最少四十八小時提出要求
請電 (415) 554-7719



San Francisco Youth Commission Minutes

Monday, June 18, 2018

5:15 pm-8:00 pm

City Hall, Room 278

1. Dr. Carlton B. Goodlett Pl.

San Francisco, CA 94102

There will be public comment on each item.

Elsie Lipson, Lily Marshall-Fricker, Lisa Yu, Conna Chen, Arianna Nassiri, Mary Claire Amable, Kristen Tam, Paola Robles Desgarenes, Mampu Lona, Mike'l Gregory, Jarrett Mao, Jonathan Mesler, Chiara Lind, Felix Andam, Zak Franet, Owen Hoyt, Bahlam Vigil

1. Call to Order and Roll Call for Attendance

The meeting was called to order at 5:24 PM. Commissioners present: Lipson, Marshall-Fricker, Nassiri, Amable, Lona, Gregory, Vigil, Andam, Franet, Lind, Mao, Mesler, and Commissioner Robles Desgarenes arrived at 5:33 PM. Commissioners Absent: Yu, Chen, Tam, and Hoyt. Motion to approve the attendance by Commissioner Marshall-Fricker, and seconded by Commissioner Andam. Approved by vote of acclamation.

2. Approval of Agenda (Action Item)

There was no public comment. Motion to approve the agenda by Commissioner Mesler, and seconded by Commissioner Marshall-Fricker. Approved by vote of acclamation.

3. Approval of Minutes (Action Item)

A. June 4, 2018

[Document A](#)

There was no public comment. Motion to approve the minutes by Commissioner Gregory, and seconded by Commissioner Amable. Approved by vote of acclamation.

4. Public Comment on Items not on Agenda (Discussion Only)

There was no public comment.

5. Legislation Referred from the Board of Supervisors (All Items to Follow Discussion and Possible Action)

A. BOS File No. 180519 [Ordinance amending the Environment Code to prohibit the sale or use in the City of single use food service ware made with fluorinated chemicals and certain items made with plastic; requiring that food service ware accessories be provided only on request or at self-service stations; requiring reusable beverage cups at events on City property; removing waiver provisions; setting operative dates; and affirming the Planning Department's determination under the California Environmental Quality Act.]

Sponsors: Supervisors Tang, Safai, Breed, Sheehy, Peskin, Yee, Ronen, Fewer

Presenter: Ashley Summers, Legislative Aide to Supervisor Katy Tang

[Document B](#)



The presenter, Ashley Summers, began by sharing the background to the legislation with the commission. The District 4 office started this legislation with an announcement at Boba Guys to signal the partnership between a publicly-loved beverage that requires a straw to drink it, and the City legislators. The majority of litter on the streets comes from plastic single-use service-ware. The legislation has received significant support and co-sponsorship from a legislative standpoint. Therefore, if the public wants to send in a letter of support they may do so and be aware that there is a rally tentatively scheduled for July 11th.

She then passed the presentation on to two representatives from the San Francisco Department of the Environment (SFE). Freddie Coronado commenced a presentation outlining the exact data measuring plastic waste and the role of SFE in this legislation.

Commissioner Andam asked the presenters to clarify the difference between an all-out ban on plastic and the provisions that allow for plastic ware to be available upon request.

Peter Gollata clarified that plastic straws would be ban and that all other single-use plastic ware would be available upon request.

Commissioner Andam followed up with a question about the availability of plastic straws in stores and the effect of selling niche products on small stores.

Peter responded by explaining that this ban has actually saturated the market with alternative products to straws, which in turn have lowered the cost of niche products like paper and metal straws.

Commissioner Robles Desgarenes asked if current legislators are considering charging for single-use plastic ware similar to the plastic bag ban.

Peter did mention the possibility of charging for other single-use plastic ware. Ashley also took the opportunity to explain that from a legislative perspective, it was more effective to leave the charge out of this legislation in hopes of garnering legislative support to pass the ordinance.

Commissioner Robles Desgarenes followed up with a question regarding where the ten cents per plastic bag goes?

Ultimately, the charge goes back to the retailer. Peter stated that this helped gain the support of the business community.

Finally, Commissioner Robles Desgarenes, offered the comparison between the United States and Mexico. Mexico is offering a discount to consumers who bring in their own reusable items.

Ashley also asked if any Commissioners would like to help her petition staff to acquire a set of dishware that all offices may use in an effort to be more environmentally conscious. She did remind the audience to think about reusable items in their offices to help change office culture. Commissioners Andam and Robles Desgarenes offered to help in this effort.

There was no public comment.



Commissioner Marshall-Fricker motioned to support, and Commissioner Andam seconded. Approved by a vote of acclamation. The motion passed.

6. Presentations (All Items to Follow Discussion and Possible Action)

None.

7. Youth Commission Business (All Items to Follow Discussion and Possible Action)

None.

8. Committee Reports (Discussion Only)

- A. Executive Committee: last meeting cancelled due to lack of quorum.
- B. Housing, Environment and City Services Committee: last meeting cancelled due to lack of quorum.
- C. Justice and Employment Committee: They continued to meet with Samara from the office of police accountability to provide feedback on their Know Your Rights pamphlet for minors. They also showed up to give public comment at the Gang Injunctions hearing last week.
- D. Civic Engagement and Immigration Committee: They are having their last meeting on this week to celebrate the end of the year.
- E. Our Children Our Family Council: No new update. Staff will meet with them to coordinate staff efforts moving forward.

9. Staff Report (Discussion Only)

- Caroline Truong will be the new staff person.
- Kiely will be out of the office next week.
- There will be no future meetings, unless the Commission received legislation referred. Need 10 on-call commissioners.
- OCEIA and the Office of Transgender Initiatives will be hosting a film screening next Wednesday at 6:00 at the LGBT Center on the intersections of Immigrant and Transgender Identity.

10. Announcements (This Includes Community Events)

Commissioner Andam announced that he will be participating in a Pride contingent this weekend.

11. Adjournment

The meeting was adjourned at 6:14 PM.

BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 554-5227

MEMORANDUM

TO: Kiely Hosmon, Director
Youth Commission

FROM: *AC* Angela Calvillo, Clerk of the Board

DATE: August 9, 2018

SUBJECT: REFERRAL FROM BOARD OF SUPERVISORS

The Board of Supervisors has received the following proposed legislation which is being referred to the Youth Commission as per Charter, Section 4.124 for comment and recommendation. The Commission may provide any response it deems appropriate within 12 days from the date of this referral.

File No. 180807

Ordinance amending the Administrative Code to establish the Early Care and Education for All Initiative, to be funded by appropriations from the Babies and Families First Fund, including procedures concerning a spending plan and reporting requirements.

Please return this cover sheet with the Commission's response to **Alisa Somera, Legislative Deputy Director, Rules Committee.**

RESPONSE FROM YOUTH COMMISSION Date: _____

____ No Comment

____ Recommendation Attached

Chairperson, Youth Commission

1 [Administrative Code - Early Care and Education for All]

2
3 **Ordinance amending the Administrative Code to establish the Early Care and**
4 **Education for All Initiative, to be funded by appropriations from the Babies and**
5 **Families First Fund, including procedures concerning a spending plan and reporting**
6 **requirements.**

7 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
8 **Additions to Codes** are in *single-underline italics Times New Roman font*.
9 **Deletions to Codes** are in ~~*italics Times New Roman font*~~.
10 **Board amendment additions** are in double-underlined Arial font.
11 **Board amendment deletions** are in ~~Arial font~~.
12 **Asterisks (* * * *)** indicate the omission of unchanged Code
13 subsections or parts of tables.

14 Be it ordained by the People of the City and County of San Francisco:

15 Section 1. Chapter 20 of the Administrative Code is hereby amended by adding Article
16 XVII, consisting of Sections 20.17-1, 20.17-2, and 20.17-3, to read as follows:

17 **ARTICLE XVII: EARLY CARE AND EDUCATION FOR ALL**

18
19 **SEC. 20.17-1. EARLY CARE AND EDUCATION FOR ALL INITIATIVE.**

20 *The Office of Early Care and Education (OECE) shall establish and maintain the Early Care*
21 *and Education for All Initiative (Initiative), to provide support for quality early care and education for*
22 *children in San Francisco families, consistent with this Article XVII. The Initiative shall be funded by*
23 *appropriations from the Babies and Families First Fund established in Section 10.100-36 of this*
24 *Administrative Code, in addition to such other appropriations as the Board of Supervisors may direct*
25 *by ordinance. This Article XVII implements Section 2112(d)(2) of the Business and Tax Regulations*

1 Code, by facilitating the allocation of moneys in the Babies and Families First Fund among the
2 purposes set forth in subsections (d)(1)(A), (d)(1)(B), (d)(1)(C), and (d)(1)(D) of Section 2112.

3
4 **SEC. 20.17-2. SPENDING PLAN.**

5 (a) Within 30 days of the effective date of this Article XVII, OECE shall submit to the Board
6 of Supervisors a report setting forth the procedures OECE intends to use to develop the spending plan
7 described in subsection (b). These procedures shall be designed to encourage broad and diverse
8 community engagement—including, but not limited to, engagement with employees working in early
9 care and education, the owners of businesses offering early care and education, parents, nonprofit
10 organizations, philanthropists, and academic experts—in the development of that spending plan, and
11 shall include the development of a wide range of mechanisms by which engaged community members
12 may communicate with OECE. These mechanisms shall include, but need not be limited to, one or
13 more public town halls, one or more surveys, a dedicated page on OECE's existing website, and a
14 social media presence. Each of these mechanisms shall be advertised prominently on OECE's website.

15 (b) Within six months of the effective date of this Article XVII, and subject to the budgetary
16 and fiscal provisions of the Charter, OECE shall submit to the Board of Supervisors a five-year
17 spending plan for the Initiative, and a proposed resolution to approve the spending plan. It is the
18 Board's intent that this spending plan provide guidance to the Board when the Board adopts future
19 appropriations ordinances. The spending plan shall estimate the anticipated funds available to the
20 Initiative, identify specific programs or services to be offered as components of the Initiative, and
21 specify the level of funding proposed for each such component in light of anticipated funds available to
22 support the Initiative as a whole. To the extent possible in light of anticipated available funds, the
23 spending plan shall, in a manner consistent with subsection (c), be designed to achieve the following
24 goals:
25

1 (1) Providing support for quality early care and education to all San Francisco
2 children under the age of six from households whose incomes are at or below 85% of State Median
3 Income, and who are listed as eligible, on that basis, to receive support for early care and education—
4 but who, because of a lack of available resources, are not receiving the full amount of support to which
5 they are entitled;

6 (2) Providing financial support for measures to increase the compensation of early
7 care and education professionals and staff by not less than 10%, in a manner designed to improve the
8 quality and availability of early care and education;

9 (3) Providing support for quality early care and education to all San Francisco
10 children under the age of four whose families earn up to and including 200% of Area Median Income,
11 in a manner proportionate to family income (such that families with lower incomes receive
12 proportionately more support);

13 (4) Undertaking other measures designed to improve access to early care and
14 education services that support the physical, emotional, and cognitive development of San Francisco
15 children under the age of six.

16 (c) The spending plan described in subsection (b) shall reflect that, during the five-year
17 period covered by the spending plan, the Initiative's primary priority shall be providing the support
18 described in subsection (b)(1), the Initiative's secondary priority shall be providing the support
19 described in subsection (b)(2), and the Initiative's tertiary priority shall be providing the support
20 described in subsection (b)(3). Notwithstanding the foregoing sentence, this subsection (c) shall not be
21 construed to require OECE to completely address any particular priority, or to achieve any particular
22 objective with respect to any particular priority, before addressing other Initiative goals identified in
23 subsection (b). In developing the spending plan, OECE shall retain discretion to allocate resources
24 among the Initiative goals identified in subsection (b) as OECE deems most appropriate, giving due
25 consideration to the general priorities identified in this subsection.

1
2 (d) To promote stability and continuity in early care and education, the spending plan
3 described in subsection (b) shall contain provisions addressing policies for financial reserves, strategic
4 one-time expenditures, and other strategies designed to manage revenue volatility.

5 (e) Within 90 days of introduction of the resolution to approve the spending plan described
6 in subsection (b), the Board shall take any action it deems necessary, in its discretion, to approve,
7 amend, or reject the proposed resolution and spending plan.

8
9 **SEC. 20.17-3. REPORTS.**

10 The spending plan described in Section 20.17-2(b) shall also include metrics designed to
11 evaluate the effectiveness of the Initiative and each of its specific components. Within one year of
12 OECE's submission of the spending plan to the Board of Supervisors, and on an annual basis
13 thereafter, OECE shall prepare, and submit to the Board of Supervisors, a report evaluating the
14 effectiveness of the Initiative and each of its specific components, using the metrics previously
15 developed in OECE's spending plan. Before OECE submits this annual report to the Board of
16 Supervisors, OECE's Citizens Advisory Committee shall have an opportunity to review the report and
17 submit related recommendations to OECE.

18
19 Section 2. Severability.

20 (a) Except as provided in subsection (b), if any section, subsection, sentence,
21 clause, phrase, or word of this Article XVII, or any application thereof to any person or
22 circumstance, is held to be invalid or unconstitutional by a decision of a court of competent
23 jurisdiction, such decision shall not affect the validity of the remaining portions or applications
24 of the Article. The Board of Supervisors hereby declares that, except as provided in
25 subsection (b), it would have enacted this Article, including each and every section,
subsection, sentence, clause, phrase, and word not declared invalid or unconstitutional,

1 without regard to whether any other portion of this Article or application thereof would be
2 subsequently declared invalid or unconstitutional.

3 (b) If, as provided in Section 2115(b) of the Business and Tax Regulations Code,
4 imposition of the Early Care and Education Commercial Rents Tax in Section 2104 of the
5 Business and Tax Regulations Code is held in its entirety to be facially invalid or
6 unconstitutional in a final court determination, this Article XVII shall be void and of no force
7 and effect, and the City Attorney shall cause it to be removed from the Administrative Code.
8

9 Section 3. Effective Date.

10 This ordinance shall become effective 30 days after enactment. Enactment occurs
11 when the Mayor signs the ordinance, the Mayor returns the ordinance unsigned or does not
12 sign the ordinance within ten days of receiving it, or the Board of Supervisors overrides the
13 Mayor's veto of the ordinance.
14

15 APPROVED AS TO FORM:
16 DENNIS J. HERRERA, City Attorney

17 By: Matthew Lee
18 MATTHEW LEE
19 Deputy City Attorney

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LEGISLATIVE DIGEST

[Administrative Code - Early Care and Education for All]

Ordinance amending the Administrative Code to establish the Early Care and Education for All Initiative, to be funded by appropriations from the Babies and Families First Fund, including procedures concerning a spending plan and reporting requirements.

Existing Law

At the June 5, 2018 election, the voters approved Proposition C, which imposes additional taxes on revenue from the lease of certain commercial real property. Revenues raised by this tax are to be used primarily to fund quality early care and education for young children. In particular, Proposition C specifies that most of its revenues should be spent on certain “Eligible Programs” related early care and education; nevertheless, Proposition C leaves the Board of Supervisors and the Office of Early Care and Education discretion to allocate resources amongst those programs.

Amendments to Current Law

This ordinance would require the Office of Early Care and Education (OECE) to establish the Early Care and Education for All Initiative, which would provide support for quality early care and education for children in San Francisco families. The Initiative would be funded by revenues raised by Proposition C, in addition to such other appropriations as the Board of Supervisors might direct by ordinance.

The ordinance would further require OECE to develop, and submit to the Board for approval, a five-year spending plan for the Early Care and Education for All Initiative. The spending plan would be intended to provide guidance when the Board adopts future appropriations ordinances. In advance of the spending plan, the ordinance also requires OECE to report to the Board regarding its plans to foster community engagement in the development of the spending plan.

The ordinance identifies four goals for the spending plan: clearing the current waitlist of children eligible for support for early care and education; increasing compensation of early care and education professionals and staff by not less than 10%; expanding support for early care and education to families earning up to 200% of Area Median Income; and undertaking other measures to improve access to early care and education services. These goals are intended to be consistent with the “Eligible Programs” set forth in Proposition C. The ordinance also directs OECE to prioritize amongst those goals in general terms (with this

prioritization matching the order in which the four goals were just recited in this legislative digest), but this direction is general, and OECE retains discretion (after giving due consideration to the ordinance's general priorities) to submit a spending plan proposing whatever allocation of resources OECE deems most appropriate.

To promote stability and continuity in early care and education, the ordinance also requires the spending plan to contain provisions addressing policies for financial reserves, strategic one-time expenditures, and other strategies designed to manage revenue volatility.

Finally, the ordinance also requires the spending plan to include metrics designed to measure the effectiveness of the Early Care and Education for All Initiative and each of the Initiative's specific components. Each year, OECE would be required to report to the Board regarding the effectiveness of the Initiative and its components, using those metrics.

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San Francisco Youth Commission 2017-2018 Bylaws

Article I	Name, Authorization & Purpose
Article II	Duties, Activities & Time Commitment
Article III	Membership & Meetings
Article IV	Attendance, Resignation & Leaves of Absence
Article V	Executive Committee Officer Positions
Article VI	Standing Issue-Based Committees
Article VII	Commission Core Values & Code of Conduct
Article VIII	Staff Role, Mission, Vision and Accountability, Expectations of Commissioners. & Use of Office Resources
Article IX	Legislation
Article X	Amendments to Bylaws

Article 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.

Article 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

As per the Commission Application for the 2017-2018 term, each Commissioner shall devote *at minimum* 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.

The time commitment requirement is greater for Commissioners elected by their colleagues to be officers, as per “Article V—Officer Positions,” below.

Article 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 2017 through July 2018, 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 2018 (in which the Commission shall have a regular meeting on the first Monday of the month and then hold a special Mid Year Retreat on January 13 and 14 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 Chairperson 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 minimum of three Executive Committee members vote to do so. 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:

- (a) Quorum shall consist of a majority of the Commission's 17 members (i.e., 9 commissioners).
- (b) Quorum is needed to begin a Commission meeting and to pass any motion, unless otherwise noted.
- (c) 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 Chairperson 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.

Article 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:

“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.”

“Missing” a meeting means *any* of the following: being absent at a meeting; arriving 15 minutes after quorum is called; leaving *any time* before a meeting is adjourned; leaving the Commission meeting room during a meeting for more than 15 minutes at any time.

A Youth Commissioner arriving late to a meeting, but arriving within 15 minutes of when quorum is called, will be marked tardy. Every two tardies will be equated to one absence.

To authorize an absence, a youth commissioner must inform Commission staff and the Chair as early as possible of their upcoming absence, at least on the Wednesday before the week of the impending 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.

(B) Resignation

After a Commissioner has been found to have missed 3 meetings, Commission staff shall prepare a written resignation form 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.

(C) Leaves of Absence

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.

Article 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 Chairperson, one Vice Chairperson, one Legislative Affairs Officer, two Outreach and Media 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 aide 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

The Chairperson shall:

- i. Facilitate Commission meetings by upholding and enforcing the Commission's Rules of Order and these Bylaws;
- ii. 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 her/his/their own opinion on an item until the end of discussion;
- iii. Meet with Commission staff weekly to discuss Commission business;
- iv. Be the spokesperson for the Commission and, with the other officers, co-coordinate community outreach and educational materials, commissioner testimony at legislative hearings, and media and public relations;
- v. Review the agenda for each Commission meeting in person with staff and the Vice Chairperson;
- vi. Schedule or cancel Commission meetings;
- vii. Have a flexible schedule with free time during the day in order to conduct all of these duties.

The Vice Chairperson shall:

- i. If the Chair is not present, facilitate Commission meetings;
- ii. Facilitate Executive Committee meetings;
- iii. Review the agenda for each Commission meeting by meeting with staff and the Chairperson;
- iv. Coordinate Commission forums and Commission presentations at schools, City departments, community agencies, and events; and
- v. 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.
- vi. 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

The Legislative Affairs Officer shall:

- i. Serve as the point person on receiving, monitoring, and reporting pending legislation at the Board of Supervisors to the Commission;
- ii. Monitor Board of Supervisors' agendas and hearing schedules for pending legislation;
- iii. Confer with committee chairs regarding pending legislation that will be referred to the full Commission for comment and recommendation to determine whether the legislation should be considered separately and beforehand by the appropriate Youth Commission committee;

- iv. Ensure commissioners build relationships with the Board of Supervisors and Mayor by meeting about upcoming legislation and ongoing Youth Commission policy work;
- v. Regularly check in with fellow commissioners to make sure commissioners are meeting with their appointing officers regarding pending legislation;
- vi. Solicit interest and participation of Commissioners in giving testimony at public hearings; and
- vii. Attend Board of Supervisors meetings, if possible.

The (2) Outreach and Media Officers shall:

- i. Develop an annual outreach plan for the Commission and present the plan for approval to the Commission with staff, and coordinate assignment of responsibility;
- ii. Regularly check in and support committees in the development and implantation of their outreach goals;
- iii. 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.
- iv. Ensure that commissioners are attending meetings with youth and other community members each month;
- v. Outreach for BOS hearings agendized according to requests made by the Youth Commission pursuant to Board Rule 2.12.1, the Youth Voice Scheduling Rule
- vi. Coordinate Commission forums and Commission presentations at schools, City departments, community agencies, and events;
- vii. 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

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 Chairperson, who shall be required to devote *at minimum* 3 more hours.

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.

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.

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

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.

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 she or he would like to be elected to said position .

After each Commissioner has made this statement of up to two minutes, his/her/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.

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.

Article VI –Standing Issue-Based Committees

(A) Names & General Purpose of Committees

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.

(B) 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 and advising the full Youth Commission on which applicants to consider recommending to the Mayor; and Commission legislation.

(C) Responsibility, Authority, Membership, Chairpersonship and Meeting Time of Standing Issue-Based Committees

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.

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.

Committees shall elect a Chairperson and Vice Chair at their first official meeting, by any procedure the committee members deem appropriate.

The Executive Committee of the Commission shall have the power to dissolve and create standing-issue based committees by simple majority vote.

(D) Special Supercommittees and Youth Commission Participation in Outside Bodies: Youth Advisory Council; Our Children, Our Families Council; Youth Employment Committee and the City's Youth Council; Youth Justice Committee and the City's Juvenile Justice Coordinating Council

The Commission's Executive Committee, by simple majority vote, shall designate which two Youth Commissioners will serve on the City's Youth Advisory Council (when in operation), which serves as the youth advisory body to the City's Department of Children, Youth and their Families. (It is recommended that the two Commissioners serving as the Commission's representatives on the Youth Advisory Council *not simultaneously* serve as Executive Officers or as the elected officers of any other Commission Committee.)

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 Chairperson shall serve as the OCOF representative, unless or until another representative is chosen by the full commission.

The Youth Commission's participation in the City's Youth Council, a committee of the Workforce Investment San Francisco Board, shall be determined by the votes and positions taken by the standing issue-based committee tasked with working on youth employment issues.

The Youth Commission's participation in the City's Juvenile Justice Coordinating Council, a state-mandated local body, shall be determined by the votes and positions taken by the Youth Justice Committee.

Article VII – Commission Core Values & Code of Conduct

(A) Commission Core Values

The work of the entire Commission is guided by belief in the following core values:

- Bridging the gap between youth and government;
- The best work is done in a manner that is respectful, inclusive and honest;
- A better world for all young people is possible;
- Belief in working towards a world that supports the safety, well being and positive enrichment of all young people;

- 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
- Belief in working towards a world that is all inclusive, diverse, loving, and kind.

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.

(B) Commissioner Code of Conduct

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.

Each commissioner shall provide the entire commission their undivided attention by distancing themselves from cellular devices. Distancing yourself from cellular devices can include: putting it in your backpack, giving the phone to staff, or doing whatever it takes to keep your attention on the Youth Commission meeting at hand. Those with special accommodations or needs will use their best judgement on cell phone usage during a meeting.

This recognizes that cell phones are tools used to communicate/coordinate with parents, mentors, organizations not relating to the YC, friends, other commitments, etc., however, commissioners shall not use their cellular devices when sitting in their official roles. If a commissioner must respond to a message/phone call the commissioner shall step away from their duties, whether it be outside or to the side of the Youth Commission body, tend to their emergency, and after taking care of their emergency the commissioner shall put their phone away and return to their official role. Please refer back to Article IV about how long you can step away from a meeting without it affecting your attendance.

This serves to 1. Reinforce Youth Commission core values, to remind commissioners to carry business in a professional, “respectful, inclusive and honest” manner (refer back to Article VII Section A) 2. Supplement a supportive and efficient business climate, and 3. Comply with San Francisco’s Charter Section. 4.124 Youth Commission – Purpose and Duties “the purpose of the Commission is to collect all information relevant to advising the Board of Supervisors and Mayor on the effects of legislative policies, needs, assessments, priorities, programs, and budgets concerning the children and youth of San Francisco” and therefore the Youth Commission shall dedicate a specific amount of time to fulfill Commissioner duties.

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

(A) Staff Role

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.

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

Commission staff believe:

- 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;
- In the presence and active roles of young people in government—locally and beyond; and
- 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.

The work of Commission staff is guided by a vision in which staff works to:

- 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;
- 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;
- Collaborate with community members, organizations, and schools; and
- 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.

Commission staff works to be accountable to Commissioners by:

- 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;
- Being respectful, direct, and communicative with Commissioners about our expectations for their work—including its relative quality, quantity and positive spirit; and
- Seeking feedback (both formally and informally) from Commissioners regarding their expectations and opinions of staff work.

(C) Staff Expectations of Youth Commissioners

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:

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

(D) Office Resources

The Youth Commission Office, room 345 of City Hall, shall be open, in general, from 9am to 6pm 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.

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*.

For purposes of safety, Commissioners may only use the office if a staff person is present.

Article IX– Legislation

(A) Types of Legislation & Tracking System

The Commission shall have three types of legislation: Reports to the Board and Mayor; Action Legislation; and Resolutions of Commendation.

The Commission shall maintain the following format for tracking its legislative work: each document will begin with a shorthand for the current 2017-2018 fiscal year (i.e., "1"), followed by a dash (i.e., "—") followed by the acronym for the three types of legislation (i.e. 1718—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)

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.

Except for extraordinary situations, Reports to the Board shall only be considered once by the Commission before being adopted.

(C) Action Legislation (AL)

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 resolutions, motions, endorsements, policy reports or statements.

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)

Resolutions of Commendation officially recognize the work of an individual, organization or an organized effort.

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

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.

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. 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.

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.

Article X – Amendments to Bylaws

The Commission can create, repeal, amend, or reword bylaws with a 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.