



San Francisco Youth Commission Agenda

Monday, February 4, 2019

5:00 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, Bahlam Vigil, Arianna Nassiri, Nora Hylton, Drew Min, Grace Hoogerhyde, Alexander Hirji, Kaye Chin and Savion Green

- 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. January 19, 2019
[Document A](#)
- 4. Public Comment on Items not on Agenda (Discussion Only)**
- 5. Presentations (All Items to Follow Discussion and Possible Action)**
 - A. TeenTechSF STEM Diversity Conference
Presenters: Michelle Cheung: TeenTechSF Co-President and STEM Workshop Chair,
Sarah Cheung: TeenTechSF STEM Inclusivity Event Chair and Communication Co-Chair
Document B
 - B. Introduction to Decision-Making
Presenter: Caroline Truong, Community Partnerships Specialist
Document C
- 6. Youth Commission Business (All Items to Follow Discussion and Possible Action)**
 - A. Proposed Amendment to the Youth Commission 2018-2019 Bylaws Regarding Committee Attendance
Sponsor: Commissioner Nassiri, Civic Engagement Committee Chair, Mayoral Appointee
Document D
- 7. Committee Reports (Discussion Only)**



- A. Executive Committee
 - i. LAO
 - ii. Communications Team
- B. Housing and Land Use Committee
- C. Transformative Justice Committee
- D. Civic Engagement Committee

8. Staff Report (Discussion Only)

9. Announcements (This Includes Community Events)

10. 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: sotf@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.

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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
Mid-Year Retreat Draft Minutes – Special Off-Site
Saturday, January 19, 2019
10:00 AM-4:00 PM
College Track
4301 3rd Street
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, Bahlam Vigil, Arianna Nassiri, Nora Hylton, Drew Min, Grace Hoogerhyde, Alexander Hirji, Kaye Chin, and Savion Green

1. Call to Order and Roll Call for Attendance (Discussion and Possible Action)

Meeting called to order at 10:30 AM by Chair Vigil. Commissioners present: Charley Obermeyer, Lily Marshall-Fricker, Maggie Dong, Josephine Cureton, Calvin Quick, Alysha Sadarangani, JoJo Ty, Bahlam Vigil, Arianna Nassiri, Nora Hylton, Grace Hoogerhyde, Alexander Hirji, Kaye Chin, and Savion Green. Commissioners absent: Felix Andam, Natalie Ibarra, and Drew Min. There is no public comment. Motion to excuse these absences by Commissioner Quick, seconded by Commissioner Hirji. Motion passes.

2. Approval of Agenda (Action Item)

There is no public comment. Commissioner Chin motions to approve the agenda, seconded by Commissioner Hoogerhyde. Motions passes.

3. Approval of Minutes (Action Item)

A. January 7, 2018

[Document A](#)

There is no public comment. Commissioner Quick suggests a non-substantive amendment to the minutes. Commissioner Nassiri motions to approve the minutes as amended, Commissioner Cureton seconds the motion. The motion passes.

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

There is no public comment.

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

A. Youth Commission Core Content Review Jeopardy

Presenters: Naomi Fierro, Youth Commission Staff

Naomi leads a review of Youth Commission (YC) history, parliamentary procedure, legislative process, and YC budget and policy priorities. There is no public comment.

B. City Budget Training

Presenters: Naomi Fierro, Youth Commission Staff



Naomi leads an informational session on the San Francisco City and County Budget process and relevant youth-related funding. There is no public comment.

6. Committee Reports (Discussion Only)

- A. Executive Committee – discussed future workload in connection to the budget.
 - i. LAO
 - ii. Communications Team
- B. Housing and Land Use Committee – discussed future workload in connection to the budget.
- C. Transformative Justice Committee – discussed future workload in connection to the budget.
- D. Civic Engagement Committee – discussed future workload in connection to the budget.

7. Staff Report (Discussion Only)

Staff summarized the YC duties and budget highlights.

8. Announcements (This Includes Community Events)

None.

9. Adjournment

The meeting adjourned at 4:00 PM.



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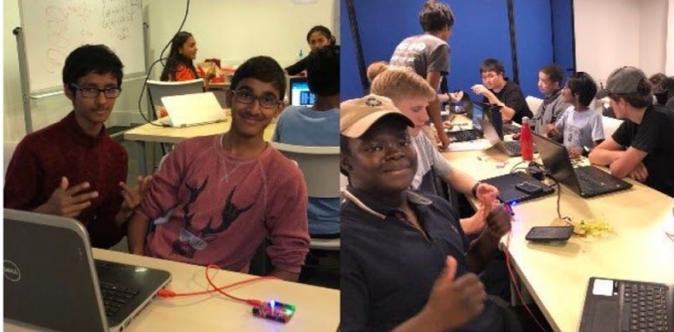
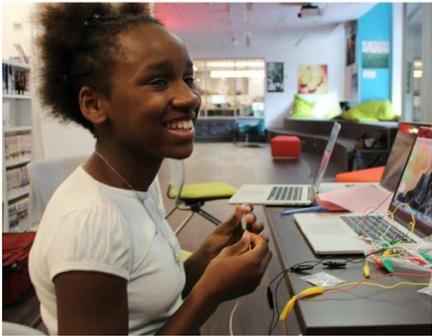
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9. Adjournment

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Document B
TeenTechSF “TECH WHERE YOU LIVE”
Presented to the San Francisco Youth Commission
San Francisco City Hall
February 4, 2019



innovate
collaborate
create

CONTACT INFORMATION:

TeenTechSF Founder & Executive Director
Transitional Age Youth: Marc Robert Wong, marcrobertwong@gmail.com

TeenTechSF Co-President & STEM Workshop Chair
High School Senior: Michelle Cheung, michellesycheung@gmail.com

TeenTechSF STEM Inclusivity Spring Conference Event Chair & Communication Co-Chair
High School Sophomore: Sarah Cheung, sarahscheung@gmail.com

Website: TeenTechSF.org

PURPOSE:

TeenTechSF is here to ask for the SF Youth Commission's support for TeenTechSF's mission and activities empowering SF youth to develop tech skills and bringing free tech resources and opportunities to teens in underserved and underrepresented communities and specifically to support the TeenTechSF STEM Inclusivity spring conference on April 27, 2019.

TeenTechSF has received a Certificate of Honor from the Mayor's Office of Civic Innovation and a commendation from the SF Board of Supervisors:

"On behalf of the City and County of San Francisco, I am pleased to recognize and honor TeenTechSF, an interactive tech community for youth to innovate, collaborate, and create. Thank you for your outstanding efforts toward engaging San Francisco students in this exciting event including enlightening competitions, seminars and speakers. I commend the organizers of this event for contributing to the vitality of San Francisco, the Innovation Capital of the World. Best wishes for a great event and success in all your future endeavors." – Mayor Lee, 2013

"The San Francisco Board of Supervisors extends its highest commendations to TeenTechSF for providing an innovative and collaborative environment that connects youth with tech leaders and gives teens access to opportunities that will expand their horizons. Thank you for your continued contributions to your peers and the City of San Francisco." San Francisco Board of Supervisors, 2014

TeenTechSF MISSION & ACTIVITIES

TeenTechSF's mission is to:

- Inspire and empower the next generation of tech innovators and civic entrepreneurs.
- We are committed to equal access to tech for all teens because diversity fuels innovation.
- Run by and for teens, all our events are free.

Now in Year 5, each year TeenTechSF connects 2,000+ students in the Bay Area and on five continents with STEM resources and opportunities through:

- 1) Connecting students with speakers from Apple to Zynga at conferences hosted by PlayStation, Microsoft, Google, Salesforce, UC Berkeley, and Stanford – for many students this is the first-time they have visited a tech company headquarters and had the chance to speak with tech role models about academic and career opportunities in tech
- 2) Leading STEM workshops on design thinking, coding, website and app development, game design, microprocessing, and electronic prototyping, entrepreneurship, and professional networking at the California Academy of Sciences, The Mix at SFPL, public schools, libraries, and community centers

- 3) Organizing civic hackathons bringing together hundreds of teens to come up with tech solutions to solve community problems like how to make San Francisco more sustainable and eco-friendly, support LGBTQ youth and prevent teen suicides, increase preparedness for natural disasters like the California wildfires and human disasters like terrorist attacks, and combat Fake News on the internet

Please visit our website at TeenTechSF.org to learn more about Who We Are and What We Do at TeenTechSF.

STATEMENT OF NEED & OPPORTUNITY

San Francisco tops two lists highlighting the need and opportunities in living in the tech hub of the world:

- 1) Need: SF tops the list of US cities with the largest gap between the top and bottom 20% of income
- 2) Opportunity: SF also tops the list of US cities where individuals are most likely to move from the bottom 20% of income to the top within a single generation

Tech is the new American Dream. It puts the means of production in the hands of the people, but too many students are being left out of the Digital Revolution. Access to and engagement in tech activities among African-Americans, Latinos, women, and students from low income families lag far behind their counterparts at school and in the workplace.

Students are attached to their tech devices seemingly 24/7, but just because you're a digital native, doesn't mean you understand how tech works. The most important component in using any tech device is still the human brain. Many students are intimidated by coding. They are isolated from the opportunities that tech offers and cut off from tech careers. Bridging the digital divide involves more than just access to tech devices, it also means engagement, moving from the mindset of being a consumer of tech to becoming a creator of tech.

WHAT MAKES TEENTECHSF UNIQUE:

Our "secret sauce" is that all TeenTechSF activities are organized and led by teens. At TeenTechSF it's your ideas, not your age, that matter. For many students, tech is a "black box." For 80% of the teens who participate in the TeenTechSF Civic Hackathon are first-time hackers. The majority of students who attend our tech conferences have never visited a tech company headquarters or engaged in coding activities. All of our conferences and STEM workshops are organized and led by students leaders. Our innovative solution to bridging the Digital Divide doesn't involve hardware or software, it's simple: teen engaging teens in tech. It's hard to feel intimidated by technology when the person leading the event is a student just like you!

TEENTECHSF STEM INCLUSIVITY SPRING CONFERENCE

TeenTechSF's theme for our fifth anniversary year is "Tech Where You Live." At the TeenTechSF Civic Hackathon in October, students focused on developing tech solutions to specific community problems in here in San Francisco. For example, one of the winning teams developed an app to help increase the number of volunteers at Glide Memorial soup kitchen. A common political observation is that "All politics are local" – we are extending that observation to state that "ALL PROBLEMS are local." We had an amazing event at Salesforce one year, right in the middle of downtown San Francisco, but the first students to sign up for this event were from private high schools all over the Bay Area vs. public high schools right here in San Francisco.

We'd like to bring our theme "Tech Where You Live" literally to where SFUSD student live and study and work on partnering with our peers at a high school in District 6, 9, 10, or 11 to organize the 2019 TeenTechSF STEM Inclusivity conference. We have done this once before at Galileo, and we continue to have Galileo students

participate in our events at a higher level than other SFUSD schools. This year, we'd like to target a high school in District 6, 9, 10, or 11 and encourage the students to become a permanent part of our leadership team. We are also in contact with the SF Youth Commissioner for District 6, Felix Andam, who due to family health issues had to step down from co-chairing the event, but we hope that the SF Youth Commission continue to support this project.

RATIONALE/DETAILS

Using the US Census Bureau data provided to the SF Board of Supervisors (<https://sfbos.org/sites/default/files/FileCenter/Documents/45523-BLA.Socioeconomic%20Equity.nav.pdf>), we looked at the districts with the highest populations of African-American, Latino, and non-English speaking Asian families with lower incomes, high student populations of under 18 and a greater percentage of at-risk youth due to high incidents of homicide and violent crimes. District 10 has the highest and District 6 the third highest African-American population; Districts 9, 10, 11, and 6 have the first, second, third, and fourth largest Latino population, and Districts 10 and 11 have high lower income, ESL Asian population. We did not target District 3, although this is a low income, high ESL, high Asian population district because it has a low under 18 student population. Districts 10, 6, and 11 also have the first, second, and third highest homicide/violent crime rates. We will also strive to make sure that our speakers, mentors, workshop leaders, and student leadership are gender balanced and welcoming to the LGBTQ, disabled, and other communities.

Too many students are being left out of the Digital Revolution. There has actually been a decline in student interest in STEM fields as numbers of students choosing STEM majors and tech careers now is actually slightly below where they were in 2000. The US Dept of Labor estimates that by 2024, there will be 1.1 million computing job openings in the US, but more than two-thirds of these jobs could go unfilled due to the insufficient pool of college graduates with computing related degrees. The decline has been especially stark among certain minority groups and women. Data shows that the percentage of African American and Latino students interested in STEM has dramatically declined, while the expressed interest of other minority groups has remained flat or declined since 2001. The National Center for Women & Information Technology estimates that while women earned more than half of all bachelor degrees, only 18% of those receiving degrees in Computer or Information Sciences were women and that while 57% of professional jobs were held by women, only 26% of tech-related jobs were held by women.

The TeenTechSF STEM Inclusivity conference along with the other established TeenTechSF events including the TeenTechSF Civic Hackathon, TeenTechSF Global Youth Summit, and TeenTechSF STEM workshop program offer students the opportunity to get involved with Digital Revolution on a local level here in San Francisco. The TeenTechSF STEM Inclusivity conference will emphasize the importance of diversity of ideas and role models in tech because diversity fuels innovation. We want to be as inclusive as possible targeting the most underrepresented demographics in tech because we need everybody's big ideas. We want to develop long-term peer-led partnerships with students through organizing the conference and encouraging them to join the TeenTechSF leadership team. We hope to encourage underrepresented students to participate by coming to their home district, sparking an interest in coding and pursuing careers in technology through relating to tech industry role models surrounded by a familiar environment while scaling new heights. By providing new opportunities, we hope to make sure that anyone can come up with the next big tech idea.

HOW CAN THE SF YOUTH COMMISSION HELP PARTNER WITH TEENTECHSF?

- Officially endorse and support TeenTechSF's mission and activities engaging youth in tech and bridging the Digital Divide
- List TeenTechSF events on Youth Commission calendar and encourage YCers to attend events
- Help with outreach to SFUSD schools for TeenTechSF STEM Workshop & Conferences
- Help with planning and development for TeenTechSF STEM Inclusivity Conference on April 27th
 - Site: Balboa HS in District 11?
 - Youth Commission involvement in outreach and planning at Feb 19th 12pm-2pm Monthly Planning Meeting at The Mix at SFPL?
 - Funding provided by Youth Funding Youth Ideas

Matrix of Strategies for Working Together

Definition	Networking	Coordinating	Cooperating	Collaborating
	Exchanging information for mutual benefit	Exchanging information for mutual benefit, and altering activities to achieve a common purpose	Exchanging information for mutual benefit, and altering activities and sharing resources to achieve a common purpose	Exchanging information for mutual benefit, and altering activities, sharing resources, and enhancing the capacity of another to achieve a common purpose
Relationship	Informal	Formal	Formal	Formal
Characteristics	Minimal time commitments, limited levels of trust, and no necessity to share turf ; information exchange is the primary focus	Moderate time commitments, moderate levels of trust, and no necessity to share turf; making access to services or resources more user-friendly is the primary focus	Substantial time commitments, high levels of trust, and significant access to each other's turf; sharing of resources to achieve a common purpose is the primary focus	Extensive time commitments, very high levels of trust and extensive areas of common turf; enhancing each other's capacity to achieve a common purpose is the primary focus
Resources	No mutual sharing of resources necessary	No or minimal mutual sharing of resources necessary	Moderate to extensive mutual sharing of resources and some sharing of risks, responsibilities, and rewards	Full sharing of resources, and full sharing of risks, responsibilities, and rewards

- Confidentiality—take the lessons, leave the details;
- Be open to learning;
- Be open to someone else speaking your truth;
- Building, not selling—when you speak, converse, don't pitch;
- Yes/and, both/and;
- Value the process as much as, if not more than, you value the outcomes;
- Assume best intent, attend to impact;
- Self care and community care—pay attention to your bladder, pay attention to your neighbors.

Efficient Consensus Decision Making

I love to say the words “consensus decision making” to people who use the words “efficient” and “ASAP” to describe everything good. The response face is similar to when a baby tastes lemon for the first time.

I think people imagine being in the movie *12 Angry Men* when they hear the word “consensus”—no bathroom breaks, endless hero sandwiches, wearing each other down to the least interesting decision.

What I mean when I say it is: make sure the people who will be doing the work agree on what is being done, why and how. This is the heart of efficiency—that there is nothing dragging or diverting the energy of the work. When people agree to work, but don't really understand it or support it, they slowly become a counterforce—doing the work slowly, or without their full positive attention, or explicitly sabotaging the work. A bit more clarity on the front end builds trust and alignment within the group.

These are core elements of consensus decision making that are crucial in resilient, decentralized organizations:⁶

⁶ I learned these tools from Autumn Meghan Brown, whose work can be found at www.iambrown.org. She is also interviewed on consensus and other things earlier in this book.

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Proposal-based decisions.

Those who have worked with me as a facilitator know that I can get too excited about proposal-based decision making. I am not ashamed. It hurts me to hear a group spin in a circle, unsure if a decision has been made, or if they even know what they are deciding to do, or if they are making a decision at all, perhaps it's just a conversation. Does this feel at all familiar?

EXAMPLE 1

"Hey I really don't like you using bottled water cause you know plastic build up in the ocean hurts dolphins, whales, and the future."

"I feel you. I just don't trust the government to provide clean water and buying bottles is easier than using charcoal."

"Can we just buy a water filter for the faucet though?"

"Probably Sue in HR could do that."

Next meeting:

"I'm really angry you're still using bottled water. I guess everyone here hates the Earth."

"Look, until there is a filter I am gonna drink clean water from this plastic bottle!"

"Hey guys, did one of you talk to Sue in HR about this?"

"No, I thought that guy over there was going to."

"But he has a charcoal filter bottle and wasn't even in that conversation."

Rage. Resignations.

It doesn't have to be that way. Here's another option:

EXAMPLE 2

"Hey everyone, I'd like to change our water system from bottled water to something more in line with our values."

"Oh yeah? Let's have a brief discussion at this week's staff meeting to explore options and preferences to stop using bottled water, and you develop a proposal based on that. If you send it to us by Wednesday we'll review it and decide during next week's staff meeting."

"Sounds good."

"Great—make sure Sue will be at the meeting, this is her area of work."

"Roger that, homeboyyyyy!" (Or however y'all end conversations.)

The proposal-based method has three basic steps:

1. Identify the area where a decision is needed and have an exploratory conversation to find out where the group's preferences and concerns are.
 - Best practice: make room for brainstorm-level ideas from the group, saying yes to all the ideas. Some folks, more than will admit it, feel shut down if their ideas are being debated and shot down as they speak.
2. Based on that conversation and any additional research, one person or sub-group can develop a proposal that represents the discussion.
 - Best practices:
 - Structure a proposal that says what you want to do, why it serves the mission/ vision of the group, and who/what/when/ where/how it will happen.
 - Send out a written version of it for folks to review. (Giving people time to review the proposal ahead of time *really* helps reduce knee-jerk reactions and increase thoughtful, informed decision making.)
3. Review proposal together and make decision.⁷ Once

⁷ When getting started with this method, or if working with a large group, I recommend using a system called fist-five for voting, where people use their hands or call out a number from zero to five to indicate their level of agreement with the proposal. Anything less than a five calls for some discussion, and you move a proposal forward if the participants are all above a three, or above a four, depending on the

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the proposal is reviewed in real time (in person or over phone/video), first get responses to any clarifying questions, then have a discussion of whether this proposal serves the group at this moment. The exploratory conversation before generating the proposal generally increases the chances of a successful proposal, but stay open to friendly amendments.

- There are a couple of possibilities for how things go at this point:
 - Outcome A: Everyone feels great about the proposal, it reflects the conversation and cares of the group. There is an affirmation of the proposal.
 - Outcome B: People feel mostly good about the proposal but have some amendments. In brief conversation offer these amendments.
 - Best practices:
 - Put the basic elements of the proposal up where everyone can see them with room to note the amendments. For some folks, having a conversation without something they can see gets really confusing.
 - If you are making the amendment, be clear in your self and in your words as to whether the amendment is a suggestion or a requirement without which you will not approve the proposal.
 - Outcome C: People have major changes or a different direction they want to go in.
 - Best practices:
 - have that person/group take

responsibility for developing a counter proposal.

- It also helps if there is a brief moment to examine what happened between the exploratory conversation and this moment. Does the proposal not represent the conversation? Did this person not speak up during the conversation? Learn from what happened to strengthen the proposal method moving forward. Be alert for these kind of participants...and try not to be this kind of participant:
 - “the people who have THE BEST AND ONLY IMPORTANT IDEAS and are not interested at all in being amenable, let alone compromising for the sake of finding a collective agreement”—thank you Clare Bayard for naming this so clearly;⁸
 - the person who was texting or otherwise occupied during all the crucial proposal considerations;
 - the wordsmith, who basically agrees with the proposal but wants to change all the words, or examine what IS is;
 - the lazy proposer. They bring a proposal but don't think it through, which means the work ends up back in the group's lap;
 - the Eeyore worrywart. This

⁸ This person should figure out work they can do solo that contributes to the movement :)

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person can only think in worst-case scenarios, their mind racing ahead of the conversation to that day in the future when it all inevitably goes to hell;

- the passive-aggressive person who won't come out and say they don't agree with proposal, but keep asking questions to delay decision making;
- the devil's advocate.⁹
- o Outcome D: Block! One or more people in the group block the process from moving forward. Blocks should be saved for moments when there is a real ideological struggle for the group, i.e. “This proposal would put us at odds with our core values.” If a block happens in this process, it means there is a communication breakdown somewhere along the path and it's time to slow down and get to the bottom of it!

Being honest about your level of agreement.

We like to be nice, supportive, agreeable and stuff. In some places, politeness is the cultural norm. This sometimes leads to us saying yes to things that we actually don't agree with and have no intention of working on, or moving forward as a group on a proposal that we know is too flawed to work. That leads to inefficiency as things we don't want to do slip down our to-do lists, or as we run into problems that everyone could foresee, or in extreme cases, as we work against the very things we said yes to.

There are lovely and quick tools for measuring levels of agreement—thumbs up or down, or letting the number of

9 “Get thee behind me Satan!”

fingers you hold up correlate to level of agreement.¹⁰ I highly recommend using these, at least initially. Like training wheels. Eventually in most groups, you develop your own rhythm and code for this. Some groups only move forward when everyone is all in. Others do modified versions of consensus. The key is cultivating transparency, honesty in the decision-making process.

A clear no.

When a group is scared of saying “no,” it quickly ends up spread too thin. “No” is as important to realizing your vision as “yes.” There is a lot of work that is not yours to do. There are millions and millions of people at work. “No” creates the space for your “yes.” “No” also creates the space for other groups to do the things you can’t, and to do them with enough time and focus and expertise to do them well.

After reading an early draft of this book, Clare Bayard added this, which feels important: “This section could set up a false expectation that if you write a good proposal, it should be hella smooth—and even that smooth is the goal, so if there is contention, that means you/the group failed. Consensus, at its best, is a process that helps a group to do its best thinking—in that way that all of us know something and together we know a lot—and sometimes arriving at decisions, solutions, or plans is complicated (and I want people to anticipate that with joy!)...”

Facilitation Tools for Adaptation

Developing Strategic Intentions

Think of strategic intentions as a north star. I see strategic plans as maps through territory—maps that can be out of date the moment they are written down as the political,

¹⁰ You can find additional resources and visuals for consensus decision making at <http://i.imgur.com/FEEpW.png>.

San Francisco Youth Commission 2018~2019 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) Committee Attendance

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.

(D) 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. Support Commissioners by assisting in the drafting and revising of youth sponsored action legislation;
- vii. Solicit interest and participation of Commissioners in giving testimony at public hearings; and
- viii. 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.