

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.

BEFORE:

To advance authorize an absence, a youth commissioner must ask for approval at a full youth commission meeting during the Attendance Item. The commission will only be able to retroactively authorize an absence in the event of the cancellation of a regularly scheduled commission meeting at which a commissioner sought to receive advance authorization for an upcoming absence. The full Commission shall have the authority to authorize an upcoming absence by simple majority vote.

AFTER (This replaced the above paragraph:)

All absence authorization requests must be forwarded to the Executive Committee. To request that an absence be authorized, the Commissioner making the request must make said request to the Youth Commission Director via email by 5:00 PM PT on the Wednesday following the absence.

Staff shall have the responsibility of calendaring absence authorization requests on the next applicable Executive Committee meeting's agenda. The Executive Committee shall have the authority to authorize that the full Youth Commission consider an absence by a simple majority vote.

The full Commission shall have a standing agenda item dedicated to attendance review for Commissioners to explain their reason to authorize their absences. The full Commission shall have the authority to authorize an upcoming absence by a simple majority vote pending approval of consideration from the Executive Committee.

- (i.) The Commission shall have a standing agenda item dedicated to attendance review allowing for general comments on attendance where commissioners can explain past unauthorized absences and offer each other suggestions on preventing future absences, but in which commissioners will have the right to pass if they do not wish to state the reason for absence due to personal reasons.

- (ii.) Because the commission will not meet to approve absence authorizations in September 2013, commissioners can seek approval of a planned absence for the October 7, 2013 meeting by informing staff of the planned absence by Monday, September 30th, 2013. Staff will, in turn, request commissioners to place the absence under consideration for approval at the upcoming meeting.

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. Commissioners will have an opportunity to explain their absences before the full Commission makes a decision 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.

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, one Communications & Outreach Officer, and a Media and Public Relations Officer.

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 material,