



# San Francisco Youth Commission Agenda ~ Special

## **\*\*Special Inaugural Meeting\*\***

Monday, September 20, 2021

5:00 pm-8:00 pm

**Public Comment Call-in:**

**+1-415-655-0001**

United States, San Francisco (toll)

**Conference ID: 2499 199 4185**

*There will be public comment on each item.*

Jayden Tanaka, Valentina Alioto-Pier, Raven Shaw, Steven Hum, Ewan Barker Plummet, Gabrielle Listana, Adrianna Zhang, Sammy Foley, Arsema Asfaw, Isaiah Catubig, Vanessa Pimentel, Amara Santos, Sahara Frett, Jayda Love, Amadeos Oyagata, Jiajian Harry Xu

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. July 19, 2021  
[\(Document A\)](#)
4. **Public Comment on Items not on Agenda (Discussion Only)**
5. **Youth Commission Business (All Items to Follow Discussion and Possible Action)**
  - A. Adoption of 2021-22 Youth Commission Bylaws  
Presenter: Youth Commission Staff  
(Document B)
  - B. Election of 2020-21 Youth Commission Executive Officers  
Presenter: Arsema Asfaw, Acting Chair
6. **Committee Reports (Discussion Only)**
7. **Staff Report (Discussion Only)**
  - A. YC Master Calendar



**8. Announcements (This Includes Community Events)**

**9. Adjournment**

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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

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Sunshine Ordinance Task Force  
City Hall, Room 244  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689  
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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.



# San Francisco Youth Commission

## Minutes ~ Draft

Monday, July 19th, 2021  
5:00pm-8:00pm

**Public Comment Call-in:**  
**+1-415-655-0001**

United States, San Francisco (toll)

**Access Code: 146 390 8107**

*There will be public comment on each item.*

Jayden Tanaka, Valentina Alioto-Pier, Lillian Tang, Plyfaa Suwanamalik-Murphy, Calvin Quick, Gabrielle Listana, Adrianna Zhang, Gracie Veiga, Ariana Arana, Rome Jones, Erika Morris, Arsema Asfaw, Sarah Cheung, Sarah Ginsburg, Nora Hylton, Amara Santos, Stephen “Rocky” Versace

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

Vice Chair Santos calls the meeting to order at 5:00pm.

Commissioners Hylton, Jones, and Morris are absent.

#### **Roll call Attendance:**

Jayden Tanaka, present  
Valentina Alioto-Pier, present  
Lillian Tang, present  
Plyfaa Suwanamalik-Murphy, present  
Calvin Quick, present  
Gabrielle Listana, present  
Adrianna Zhang, present  
Gracie Veiga, not present  
Ariana Arana, present  
Rome Jones, **absent**  
Erika Morris, **absent**  
Arsema Asfaw, present  
Sarah Cheung, present  
Sarah Ginsburg, present  
Nora Hylton, **absent**  
Amara Santos, present  
Stephen “Rocky” Versace, present

### 2. **Approval of Agenda (Action Item)**



Commissioner Quick, seconded by Commissioner Asfaw, motions to approve the agenda. A roll call vote was taken. Motion passes.

**Roll call vote: Aye / Nay / Abstain**

Jayden Tanaka, **Aye**  
Valentina Alioto-Pier, **Aye**  
Lillian Tang, **Aye**  
Plyfaa Suwanamalik-Murphy, **Aye**  
Calvin Quick, **Aye**  
Gabrielle Listana, **Aye**  
Adrianna Zhang, **Aye**  
Gracie Veiga, **not present**  
Ariana Arana, **Aye**  
Rome Jones, **Absent**  
Erika Morris, **Absent**  
Arsema Asfaw, **Aye**  
Sarah Cheung, **Aye**  
Sarah Ginsburg, **Aye**  
Nora Hylton, **Absent**  
Amara Santos, **Aye**  
Stephen “Rocky” Versace, **Aye**

**3. Approval of Minutes (Action Item)**

A. July 6th, 2021  
[\(Document A\)](#)

Commissioner Chueng, seconded by Commissioner Tanaka, motions to approve the minutes. A roll call vote is taken. Motion passes.

**Roll call vote: Aye / Nay / Abstain**

Jayden Tanaka, **Aye**  
Valentina Alioto-Pier, **Aye**  
Lillian Tang, **Aye**  
Plyfaa Suwanamalik-Murphy, **Aye**  
Calvin Quick, **Aye**  
Gabrielle Listana, **Aye**  
Adrianna Zhang, **Aye**  
Gracie Veiga, **not present**  
Ariana Arana, **Aye**  
Rome Jones, **Absent**  
Erika Morris, **Absent**  
Arsema Asfaw, **Aye**  
Sarah Cheung, **Aye**  
Sarah Ginsburg, **Aye**  
Nora Hylton, **Absent**  
Amara Santos, **Aye**  
Stephen “Rocky” Versace, **Aye**

**4. Public Comment on Items not on Agenda (2 minutes per public comment)**



Josh Park - former Commissioner in 2015 for D4. Works with SF Rising on the issue of student debt cancellation. Phone Banking and canvassing and signing a petition to ask Nancy Pelosi to cancel student debt. President Biden hasn't done anything to do this so putting pressure on Nancy Pelosi to support this issue. Rally at City Hall steps and then walk to Nancy Pelosi's office and on leg side of things, tomorrow at the BOS meeting there is a resolution introduced and discussed and next week it will be voted on.

Support by giving public comment tomorrow and coming to the event on August 3rd.

Commissioner Veiga logged onto the meeting at 5:08pm.

## 5. Legislation Referred (All Items to Follow are Discussion and Possible Action)

- A. [Inform + Decision] File No. 210747 - [Hearing - COVID-Related Sexual Orientation and Gender Identity Data Reports - FY 2019-2020 and Initial Six Months of FY 2020-2021]  
Sponsor: Supervisor Mandelman  
Presenter: Tom Temprano, District 8 Legislative Staff and Pau Crego, Deputy Director - Policy and Programs Office of Transgender Initiatives

(Document B)

Tom: Nice to be here with the YC - here to talk about SOGI Data Reports. Pau and I

Background: LGBTQ people have been largely ignored by all levels of government. This has left a gap and we are asking to collect data to address service inequities for this community. In 2016, then sup. weiner, legislated that SF begin to collect this data. required DPH, Mayor's Office, DCYF, HSH, contractors that receive over \$50,000, and 2 other depts. to collect and record demographic data for city government and identify the needs of lgbtq san franciscans to assess if the city is meeting these needs. Asking all departments to report COVID data.

Last hearing was April 2019 city departments were struggling to report/collect SOGI data. Hopefully that progress will have been made between now and the last hearing. Addressing underrepresentation is of the utmost importance.

Questions:

Commissioner Quick: I know the BOS has had a lot of hearings specifically related to COVID and the health crisis - and data that DPH has collected. Has SOGI data not been collected at all?

Tom: SOGI has not been the topic of either of those hearings or has been robustly reported on. The city has reported on a small amount as related to testing. I'd pass it to Pau.

Pau: on the data sf dashboard we have some data on people contracting data and deaths - we don't have data on testing or vaccination - and is not available to the public.

Commissioner Santos: Data that is already available or existed - what's the process for data collection? and heard you say that LGBTQ people being underserved would love to hear more about this.

Tom: SOGI hearing in 2019 to assess 2017/2018 SOGI data and at that time that was the first reporting that had occurred. Initial attempt to comply with the law. Departments were doing their best but running. As I remember, departments were doing their best but ran into technical



issues and as BOS said it had inadequate data. Pau and Trans Initiatives office has been working on making sure we have adequate data. It became clear across the board that if we didn't have a program that helped the LGBTQ+ community, then we'd be doing a disservice.

Pau: legislation was passed in 2016 and has taken a few years to get this data, because the first 2 years were preparing to collect the data and prepare tools, etc.

Commissioner Zhang: how does this data compare to other cities? Is it normal?

Pau: I can say that SOGI data collection is new and hasn't been happening a lot. Even in Ca its been a few years. it's a little piece meal and SF is the lead city doing this. The process of implementation is so challenging because our departments have different databases. We are leading, but it is a long process. A lot of states don't require this. At the federal level there are things in the works that are requiring these questions to be included in national data.

Commissioner Quick: has there been any sort of emphasis or angle on the youth data collection? Lots of issues that affect lgbtq community and are amplified in youth. Youth homelessness is very specific to LGBTQ youth community.

Pau: one of the departments that is required is DCYF. Any direct services and all of their grantees have to collect this info and have good data on lgbtq youth accessing their services. In recent years have been collecting data informally for youth under 16 and have great insights in their latest report on terms, identity, communities. Still work to be done so we can compare data to get more nuanced information. My hope is that within next year his office can work with the Dept of Tech to make SOGI data public and have it available to the public.

Commissioner Cheung: why is there inadequate SOGI data in the past? Has it been a lack of resources like funding or just inadequate collection?

Pau: different data systems that needed to be modified so data can be collected in a new way. When SOGI law was passed it required collection of data that wasn't being collected before so had to change way of questions, integrate them into their databases, and then train people asking those questions. Still a need for people getting comfortable asking questions of their participants. Educational piece, data collection/database piece, and probably hasn't been additional staff given to dept or orgs to manage this so also could be a capacity issue.

Commissioner Veiga: Thank you both for presenting! I am wondering about the SOGI TAY data you had mentioned that DCYF collects- is this specific to COVID-19 as well? If not, how can TAY be included in this specific request for COVID-19 SOGI data in order to provide specific resources for this vulnerable population?

Tom: DCYF data is not specific to COVID 19, they are legislatively required to collect data on their programs. No specific requirement on collecting SOGI data on COVID related programs and are hoping they will be presented on at the hearing.

Pau: we have covid related data, but if they haven't collected this data, then we're asking for any data they have when working with LGBTQ+ communities.

Commissioner Asfaw: Are you planning on consolidating the data across City Depts. into one database, so all city depts have access to this data?

Pau: yes, i am actually having conversations with data sf, the online dashboard, to have some public data and including this SOGI data for the public and departments. and compare the data



that different depts have, because right now it is all spread out. Hoping in the next year we can have this data public.

Commissioner Chueng: a potential question for the hearing - what are the additional resources needed to get the SOGI data together?

Tom: The hearing is in September and if you have any further questions, please email them to me. Thank you for your questions and feedback. My email is [tom.temprano@sfgov.org](mailto:tom.temprano@sfgov.org).

Commissioner Santos: question for the hearing - worthwhile to collect data post covid19 - what are long term strategies that can be implemented to learn about LGBTQ people.

Pau: Thank you, Commissioners. Feel free to reach out to me as well at [pau.crego@sfgov.org](mailto:pau.crego@sfgov.org).

Questions to include at the hearing:

- 1) what are the additional resources needed to get the SOGI data together?
- 2) What are the long term strategies to be implemented to collect data to learn about the needs of LGBTQ+ people in SF?

Discussion: No discussion.

Public Comment: no public comment.

Motions: Commissioner Santos, seconded by Commissioner Quick, motions to support the hearing with the questions previously put in the chat. A roll call vote was taken. Motion passes.

**Roll call vote: Aye / Nay / Abstain**

Jayden Tanaka, **Aye**

Valentina Alioto-Pier, **Aye**

Lillian Tang, **Aye**

Plyfaa Suwanamalik-Murphy, **Aye**

Calvin Quick, **Aye**

Gabrielle Listana, **Aye**

Adrianna Zhang, **Aye**

Gracie Veiga, **Aye**

Ariana Arana, **Aye**

Rome Jones, **Absent**

Erika Morris, **Absent**

Arsema Asfaw, **Aye**

Sarah Cheung, **Aye**

Sarah Ginsburg, **Aye**

Nora Hylton, **Absent**

Amara Santos, **Aye**

Stephen "Rocky" Versace, **Aye**

- B. [Inform + Decision] BOS File No. 210748 - [Hearing - De Facto Route Abandonment and Service Restoration for Muni Buses, Trains, and Cable Cars]  
Sponsor: Supervisor Preston  
Presenter: Preston Kilgore, District 5 Legislative Staff  
(Document C)





Preston: Leg Aide for D5. July 23rd at 9am is the hearing during the GOA committee.

Background: SFMTA to reinstate precovid lines and service before december. 2 weeks ago this announcement included millions of extra dollars for SFMTA - once SFMTA 1.1 billion in COVID - even with all this money SFMTA still lacks behind services. Supervisors remain concerned by this. Car usage is increasing. No plans or metrics on when lines will return, especially in their District. Why do residents have to hold protests to get lines back? The process should be community involved and have them be a part of the decision. Riders are ready to ride and drivers are ready to drive. The Supervisor believes it's time to come back to pre pandemic service hours, transit first city, and want it in writing to bring back lines.

Questions:

Commissioner Santos: What type of accountability will be taken or established for SFMTA to use these funds in a responsible manner? TJ has concerns about their use of officers to enforce ticket fare.

Preston: Great question. Part of the interest in having the hearing. The agency has over a billion dollars in federal relief and other agencies across the country are establishing full service already. Ex: like BART is already doing this. Understanding how the SFMTA is spending this money and what their intentions are long term with billions + in federal relief.

Commissioner Quick:

- 1) Context: We have a resolution asking for increased service during school commute hours on school lines by mid August. It has been opaque, from our perspective, to get any info or proactive activity on what they are doing to make sure all school serving lines that are routinely crowded pre pandemic will not be even more so when public schools go back to in person instruction in mid August. SFMTA has been inadequate with communication and lacking in foresight with how they planned this. Earlier one of their releases re: slow streets that slow streets would be viable alternative,
  - a) Question: do you have any perspective on this lack of focus on specific impacts of non restoration of lines on youth and students?
- 2) You mentioned Free Muni for All Youth, and understand it's not the topic of the hearing, and just saw a flyer to promote Free Muni for All Youth, and are requesting any youth over 16 to provide and hold a government ID for proof of age. This is one of the issues that demonstrates a lack of listening to the Youth Commission and other advocates because it is about decreasing harmful and potentially dangerous interactions with transit police and fare inspectors especially for youth of color. Are you planning to dig into this at the hearing?
  - a) Question: why are you advertising that youth under 16 should hold government ID when the Youth Commission and other advocates have specifically said not to do this; specifically because of the impact on youth riders of color and the impact on undocumented youth who don't have access to government ID? This speaks to a larger issue around communication from key stakeholders.

Preston: Appreciate the question. Our office is thinking about this alot as schools reopen. This is part of the reason we want to raise the hearing - more generally, there is a lack of clarity around how these decisions are being made on the 31, there was a rally by TNDC, the initial announcement the 31 wasn't supposed to come back. With community organizing, YC pressure, and BOS pressure they've reopened some lines. We want to understand the metrics that are driving these decisions and are unclear to the public. Riders rely on planning and a



ritual, hard to plan this if this is released in late August. Preston is a strong supporter of transit, part of getting people excited about public transit is making it consistent. As we go into the 2022 ballot, the public will think about why departments get billions of dollars for slow services.

Preston: (question 2) again, appreciate the question. Not specifically at the hearing for this program, but what I will say - in the spirit of communication and collecting feedback, you are all a big piece of this - I think it falls inline with the lack of communication from the SFMTA on basic programs. Not just collecting feedback, but listening to key stakeholders. We want to encourage the next generation of transit riders. If you are a 16 year old person of color/low income and you don't have an ID you will have a bad experience and you may not want to get back on. It is a big deal and there are still a lot of growing pains for Free Muni for All Youth, let's celebrate and also keep in mind that everything is new.

Commissioner Santos: program is good, but may not take the anxiety that youth of color and undocumented youth may feel while riding muni.

Commissioner Quick: have a decision on SFMTA's attitude towards communicating with key stakeholders and making transit a welcoming space for marginalized communities, especially youth and youth of color.

Preston: I will definitely bring this up with Sup. Preston who I know will entertain this either in the hearing or in conversations with SFMTA.

Commissioner Santos: can we specify that undocumented youth can only have an ID thru the city dept, and they are not able to get a government ID right now.

Commissioner Cheung: Asking how will they prioritize what lines will reopen and how will they prioritise the lines in the neighborhoods with low income people and communities.

- 1) how will you prioritize what lines will reopen and how will they prioritize lines that serve communities of color?

Commissioner Santos:

- 1) Recommendation: We don't want that funding to go toward policing.

Commissioner Quick: I'm curious what the SFMTA has been spending federal relief on? How much do they track internally where that money is going and is the money going to cover the salaries of fare inspectors? DO you know if they have that detailed info?

Preston: I can't answer accurately, but I do know SFMTA keeps information like that. I am writing this down and happy to get more information on where the federal money is going. SFMTA did have a structural deficit, but what I can say is the budget they presented in Feb 2020 (pre pandemic) included a deficit that has been halved since then. So a lot of that money has been used to cover the debt that had previously.

Discussion: No discussion.

Question and Recommendation Recap:

- 1) Question: do you have any perspective on this lack of focus on specific impacts of non restoration of lines on youth and students?



- 2) Question: why are you advertising that youth under 16 should hold government ID when the Youth Commission and other advocates have specifically said not to do this; specifically because of the impact on youth riders of color and the impact on undocumented youth who don't have access to government ID? This speaks to a larger issue around communication from key stakeholders.
- 3) Question: how will you prioritize what lines will reopen and how will they prioritize lines that serve communities of color?
- 4) Question: what has the SFMTA been spending federal relief on? How much do they track internally where that money is going and is the money going to cover the salaries of fare inspectors?
- 5) Recommendation: We don't want that funding to go toward policing.

Public Comment: no public comment

Motions: Commissioner Quick motions to support the hearing with the said questions and recommendations, seconded by Commissioner Veiga. The motion passes by a roll call vote.

**Roll call vote: Aye / Nay / Abstain**

Jayden Tanaka, **Aye**  
Valentina Alioto-Pier, **Aye**  
Lillian Tang, **Aye**  
Plyfaa Suwanamalik-Murphy, **Aye**  
Calvin Quick, **Aye**  
Gabrielle Listana, **Aye**  
Adrianna Zhang, **Aye**  
Gracie Veiga, **Aye**  
Ariana Arana, **Aye**  
Rome Jones, **Absent**  
Erika Morris, **Absent**  
Arsema Asfaw, **Aye**  
Sarah Cheung, **Aye**  
Sarah Ginsburg, **Aye**  
Nora Hylton, **Absent**  
Amara Santos, **Aye**  
Stephen "Rocky" Versace, **Aye**

Preston gives major shout outs to the Youth Commission on transit advocacy! If any questions or anything else comes up related to hearing before Friday, please feel free to send those my way. Thanks: Preston.Kilgore@sfgov.org

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

- A. [Inform + Decision] Health Rights Campaign: Tobacco Minimum Pack Size Policies  
Presenter: Youth Policy Leaders (YPL) Youth Group  
(Document D)

[A short video is shown on minimum pack size.](#) Youth Policy Leaders: we advocate for youth and low income communities by supporting local policies in SF.



Issue: the sale of little cigars and cigarillos, focus on TL. Literature reviews, interviewed 4 experts in tobacco control, photovoice.

Findings: youth consumption of cigars and cigarillos is popular among youth. Facing big tobacco is challenging due to deep pockets, political power, and opposed restrictive policies. Impact on Youth: youth are price sensitive, youth initiation, nature of addiction, young people expect the product to be there, corner stores in TL have intentional product placement.

Policies: 6 cities in CA require a minimum pack size.

Asking you to do a 30 second survey by using the QR code and want an endorsement from the YC. Need to take steps to make harmful products less accessible to youth. They will be approaching Supervisor Haney about this issue.

Questions:

Commissioner Santos: thank you for presenting on this topic and how Sf has done this work. Always more to be done.

Commissioner Santos: what would this implementation look like vs. what is currently happening?

Nardos: met with SFDPH Environmental Health branch on implementation. They have a lot of policies they are tasked with enforcing and would work with DPH staff, community, and the BOS.

Commissioner Santos: To be transparent, I don't know myself or know folks who buy these things, I wonder how this policy prevents police interaction?

Nardos: these cigars and cigarillos would not be available in stores. Our goal is to not have this be present in corner stores or be encouraged to buy them because they are cheap.

Commissioner Asfaw: I enjoyed your presentation and hope that as YC we can support your work. Have y'all connected with the Stanford Youth Action Board? Amara can you put my email in the chat, because I got an email from them about nicotine and tobacco use amongst youth.

Commissioner Santos: what is your understanding of how the products are impacting BIPOC youth?

Gio: youth don't understand the nature of addiction and the impact of big tobacco on youth

Commissioner Listana: important topic, grew up in the TL, saw a lot of this; is D6 YCer and would like to bring this up to her Supervisor so what should I mention?

Nardos: thank you for bringing this up to Supervisor Haney, ultimate goal is to have him connect to a solution for this policy. In general - refer to their video or their educational packet that summarizes their findings and advocacy goals.

Discussion: No discussion.

Public Comment: No public comment.



Motions: Commissioner Zhang motions to endorse their project as the YC and to take their survey, seconded by Commissioner Arana. Motion passes by a roll call vote.

**Roll call vote: Aye / Nay / Abstain**

Jayden Tanaka, **Aye**  
Valentina Alioto-Pier, **Aye**  
Lillian Tang, **Aye**  
Plyfaa Suwanamalik-Murphy, **Aye**  
Calvin Quick, **Aye**  
Gabrielle Listana, **Aye**  
Adrianna Zhang, **Aye**  
Gracie Veiga, **Aye**  
Ariana Arana, **Aye**  
Rome Jones, **Absent**  
Erika Morris, **Absent**  
Arsema Asfaw, **Aye**  
Sarah Cheung, **Aye**  
Sarah Ginsburg, **Aye**  
Nora Hylton, **Absent**  
Amara Santos, **Aye**  
Stephen "Rocky" Versace, **Aye**

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

- A. [Second Reading + Decision] File No. 2021-AL-16 [San Francisco Municipal Transportation Agency - Transit Service Restoration]  
Sponsor: Commissioner Quick  
Presenter: Commissioner Quick  
(Document E)

Reminder: this is a seconded reading on the resolution urging SFMTA to commit to 100% pre pandemic services.

Commissioner Quick reviewed the content of the resolution and stated the new amendments into the record.

Discussion/Questions: None.

Public Comment: no public comment

Motions: Commissioner Cheung motions to pass this resolution, seconded by Commissioner Zhang . The motion passes by a roll call vote.

**Roll call vote: Aye / Nay / Abstain**

Jayden Tanaka, **Aye**  
Valentina Alioto-Pier, **Aye**  
Lillian Tang, **Aye**  
Plyfaa Suwanamalik-Murphy, **Aye**  
Calvin Quick, **Aye**  
Gabrielle Listana, **Aye**  
Adrianna Zhang, **Aye**



Gracie Veiga, **Aye**  
Ariana Arana, **Aye**  
Rome Jones, **Absent**  
Erika Morris, **Absent**  
Arsema Asfaw, **Aye**  
Sarah Cheung, **Aye**  
Sarah Ginsburg, **Aye**  
Nora Hylton, **Absent**  
Amara Santos, **Aye**  
Stephen “Rocky” Versace, **Aye**

## 8. Committee Reports (Discussion Only)

### A. Executive Committee

#### a. LAO

- i. last LAO report: resolution that Preston referenced urging SFMTA to have muni lines back to pre pandemic levels and didn't think we needed to have it called due to similar YC resolution
- ii. Budget updates that YC advocated for and were included in the upcoming budget:
  1. TJ recommended that APD increase funding for youth services and APD did include funding for a particular youth program
  2. APD is maintaining and expanding the young adult court
  3. DPH Must Divest request replacing sheriff's funding to expand other holistic care - partially funded but didn't get everything requested (could get a presentation on what DPH ultimately adopted)
  4. HLU recommendations - BOS passed budget that would finally allocate enough funding of 400 units of permanent supportive housing that is almost entirely on passage and approval of Pass C. Likely that city will finally fulfill the 2015 TAY Housing Plan, almost at this point it's a decade behind schedule
  5. Increase funding for mental health and treatment programs living in supportive housing. HLU could dig more into this
  6. urging SFMTA to work with SFUSD and CCSF to enroll all youth in Free Muni for Youth as now we have Free Muni for Youth for the year long pilot program (a big win for us)
  7. CART - Compassionate Alternative Response Team got about half of the money they were asking for but have to do another action to get the funds released.
  8. SFMTA does plan to fund YTAB

#### b. Comms

- i. talked about meeting with supervisors and doing monthly update on insta re: Free Muni for Youth

#### c. General Committee Updates

- i. none

### B. Civic Engagement

- a. Didn't meet so nothing to report

### C. Housing and Land Use

- a. Didn't meet so nothing to report

### D. Transformative Justice

- a. disbanded



- E. OCOF
  - a. nothing to report

## 9. Staff Report (Discussion Only)

- SF African American Chamber of Commerce Conference
  - panel for youth entrepreneurship - 1 rep from YC
    - Invite from City Admin - Carmen Chiu's office
    - upcoming conference for Black Business Month in August. The Chamber plans to dedicate one day of the conference, **Friday August 27**, to youth entrepreneurship and engagement.
    - They mentioned potentially wanting to invite a representative from the Youth Commission to participate, potentially as part of a panel.
    - YCers available: Rome (staff to reach out since not at the meeting)
- Youth-led townhall on Closure of Juvenile Hall
  - On **Thursday, July 22<sup>nd</sup>** between from **2:00pm to 3:30pm** the Human Rights Commission and the My Brother's and Sister's Keeper initiative are hosting a youth-led townhall to discuss their ideas, concerns and recommendations on the efforts to Close Juvenile Hall.
  - Join Zoom Meeting
    - <https://us06web.zoom.us/j/82932549733?pwd=YkdhSHJlNnlSd1UwclBN S2tTT295QT09>
      - Meeting ID: 829 3254 9733
      - Passcode: 355126
- Save the date: Aug. 3rd - Cancel Student Debt Action - SF Rising
  - San Francisco Rising organizing to cancel college student debt. Biden can accomplish this through the signing of executive action. We are putting pressure on Biden by putting pressure on Nancy Pelosi to support canceling student debt and putting pressure on BOS
  - August 3rd - press conference/protest starting at a to be determined public space (probably outside of City Hall) and a walk to Nancy Pelosi's office to demand that she support the cancellation of student debt.
- YC Evaluation - Fill out before you go
- YC End of the Year Reflection Activity

## 10. Announcements (This Includes Community Events)

Commissioner Quick - [the hearing on SFMTA route abandonment is this Friday @ 9am](#). Come speak in public comment or email it in: [Board.of.Supervisors@sfgov.org](mailto:Board.of.Supervisors@sfgov.org).

## 11. Adjournment

The meeting was adjourned at 7:32pm.

## San Francisco Youth Commission 2021-2022 Bylaws

<b>Article I</b>	Name, Authorization & Purpose
<b>Article II</b>	Duties, Activities & Time Commitment
<b>Article III</b>	Membership & Meetings
<b>Article IV</b>	Attendance, Resignation & Leaves of Absence
<b>Article V</b>	Executive Committee Officer Positions
<b>Article VI</b>	Standing Issue-Based Committees
<b>Article VII</b>	Commission Core Values & Code of Conduct
<b>Article VIII</b>	Staff Role, Mission, Vision and Accountability, Expectations of Commissioners. & Use of Office Resources
<b>Article IX</b>	Legislation
<b>Article X</b>	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 2019 through July 2020, 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](http://www.sfgov.org/yc)).

Exceptions include January 2020 (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 18 and 19 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*

Amended 09/14/20

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, and shall disclose to the Executive Committee and Staff a baseline excuse as to why said commissioner can't attend. 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.

Amended 09/14/20

## **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.

All chairs must attend chair training(s) put forth by Youth Commission staff and will be considered under the same attendance structure as full Youth Commission attendance rules. The Youth Commission Staff shall include the dates for these training(s) in the Youth Commission Meeting Schedule, given in the beginning of the term (unless stated otherwise by staff).

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: 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 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 Transformative Justice Committee.

*(E) Recommendation Process for Youth Appointments to Other City Bodies*

For those bodies for which the Youth Commission reviews applications and makes recommendations on appointments for youth seats, the following process shall be observed. This does not apply in the case of internal appointments and elections of sitting Youth Commissioners to represent the Youth Commission on other bodies.

- i. When Youth Commission staff are informed of a vacancy for a seat regarding which the Youth Commission is tasked with making an appointment recommendation, staff will notify Executive Committee.
- ii. When an application for the seat has been released, staff will inform both Executive Committee and the full Youth Commission of the application deadline and any other relevant information related to the application process during a formal meeting of each of those bodies. This information will also be posted on the Commission's website and in internal communications.
- iii. In consultation with staff, Executive Committee will schedule a review session in a regular Executive Committee meeting, during which the Executive Committee and any other Commissioners present will review applications for the seat. Applications for the seat must close no later than the date of the last full Youth Commission before the review session in Executive Committee. At the last full Youth Commission before the review session, Executive Committee and staff will inform the full Commission of the date set for the review session. Once applications have closed, staff will forward all applications to all Commissioners for review, and will inform all applicants that, should they be recommended by Executive Committee, they will be asked to be present at the following full Youth Commission meeting.
- iv. At the review session, Executive Committee shall consider all applications, as well as any comments forwarded to it by other Commissioners. Executive Committee shall recommend between one (1) and three (3) applicants. Should Executive Committee fail to make any recommendations, this process will start all over again from subsection (b).
- v. All recommended applicants will be asked to appear at the next full Youth Commission meeting, and shall be informed of this by staff directly following their recommendation by Executive Committee. The applications of applicants recommended by Executive Committee, as well as any further materials and reports produced by Executive Committee, shall be included in the agenda packet for the full Youth Commission agenda on which they appear.
- vi. At full Youth Commission, each applicant will be asked to speak on their application for three (3) minutes, followed by five (5) minutes of Commission questions, to be extended at the discretion of the Chair. The Commission will then vote to recommend one (1) applicant to the appointing authority by absolute majority of sworn Commissioners.
- vii. Should the full Commission fail to make a recommendation, a full supplementary review session must be scheduled for the next regular full



Youth Commission meeting, during which the full Commission will review all applications received for the seat and recommend one (1) applicant to the appointing authority by absolute majority of sworn Commissioners. Applicants will not be asked to appear at this meeting, unless the full Youth Commission votes to the contrary by simple majority of Commissioners present after failing to make a recommendation at the preceding meeting.

- viii. Should the full Commission fail to make a recommendation after the supplementary review session in full Commission, this process will start all over again from subsection (b). Alternatively, at any point in this process once applications have closed, the full Commission may vote by absolute majority to affirmatively not make any recommendation for the seat. Should this happen, staff will immediately inform the appointing authority.
- ix. Staff will at all times maintain communication with applicants to make sure they understand this process.

## **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.

Acknowledging that current systems in place do not serve all of us and by amplifying youth voices and advocating for one another, we as a body can shift conversations and dynamics for how communities can live and thrive.

Actively and compassionately unlearning biased, harmful and negative ideologies we've been taught will better help our communities and one another.

### **(B) Commissioner Code of Conduct**

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;

Amended 09/14/20

- 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 2019-2020 fiscal year (i.e., "1"), followed by a dash (i.e., "—") followed by the acronym for the three types of legislation (i.e. 1920—RBM), followed by the number that the document is in the line of introduced legislation for that fiscal year (e.g., if the document is the fourth piece of legislation of that type introduced this year, then "4") followed by another dash (i.e., "—") and the shortened title of the legislation.

### **(B) Reports to the Board and Mayor (RBM)**

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.