

**CITY OF WALNUT CREEK
RESOLUTION NO. _____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT CREEK
ESTABLISHING A YOUTH COMMISSION AND THEIR DUTIES, RULES, AND
POWERS.**

The City Council of the City of Walnut Creek does resolve as follows:

Chapter 1, Article 7, “Youth Commission” is hereby established to read as follows:

Walnut Creek Municipal Code
Chapter 1, Article 7, Youth Commission

Sections:

- 2-1.701 Establishment.
- 2-1.702 Duties and Responsibilities.
- 2-1.703 Membership.
- 2-1.704 Meetings.
- 2-1.705 Subcommittees.
- 2-1.706 Expenses.
- 2-1.707 Reports and Records.

2-1.701 Establishment.

Section 1.1 Establishment

The Youth Commission of Walnut Creek (WCYC), hereinafter referred to in this chapter as the “Commission,” is created. This Youth Commission is a standing Commission

Section 1.2 Purpose

The purpose of the Walnut Creek Youth Commission is to develop future civic leaders by encouraging local youth to engage their community and effect positive change on pressing issues.

Section 1.3 Staff Liaison

A staff member from the City Manager’s office shall be chosen to oversee the WCYC.

2-1.702 Duties and Responsibilities

Section 2.1 Duties and Responsibilities

The tasks outlined below are to be considered a list of the general expectations of the Commission each year.

- Identify issues of relevance to the City of Walnut Creek

- Address identified issues through focused subcommittee action
- Make recommendations to the City Council, as requested
- Present biannually to the City Council
 - At the start of the year to present the Commission’s action plan
 - At the end of the year to present an after-action report

Section 2.2 Officers

At the beginning of each year, the Commission will elect youth members to fill the positions of chair, vice chair, secretary, sergeant of arms, and communications officers.

Section 2.3 Chair

The Chair shall:

- A. preside over Commission meetings,
- B. encourage active participation from all members,
- C. coordinate with staff liaison to plan meeting agendas, and
- D. is responsible for answering any staff questions.

Section 2.4 Vice Chair

The Vice Chair shall:

- A. preside over Commission meetings in the event of the Chair’s absence,
- B. keep track of subcommittee progress, and
- C. provide the Chair with any necessary status updates.

Section 2.5 Secretary

The Secretary shall:

- A. keep attendance records and minutes of each meeting, and
- B. organize and archive all records, including subcommittee documents

Section 2.6 Sergeant of Arms

The Sergeant of Arms shall:

- A. be responsible for enforcing Rules of Order and Bylaws

Section 2.7 Communications Officers

There shall be three (3) Communications Officers. See 2-1.705 Subcommittees, Section 5.3 for further information.

2-1.703 Membership.

Section 3.1 Size

The Commission shall consist of fifteen (15) members. At the time of appointment, each member shall be:

- a student in grades nine (9) through twelve (12), and
- a resident of the city of Walnut Creek, incorporated or unincorporated areas.

Section 3.2 Eligibility

Each public high school in Walnut Creek shall be represented by at least four (4) members on the Commission. Seven (7) seats shall be at large.

Section 3.3 Appointment Process and Term Length

Commissioners shall serve for a two (2) year term. No Commissioners may serve for more than two (2) terms, consecutive or otherwise.

Commissioners will be appointed in staggered years. Seven (7) members will be appointed during odd-numbered years, while the remaining eight (8) will be appointed in even-numbered years.

2-1.704 Meetings.

Section 4.1 General Information

Official Commission meetings shall be held on the first Thursday of the month at 6:00. In order to transact business, a quorum of two-thirds is required. All meetings shall be run according to “Robert’s Rules of Order.”

2-1.705 Subcommittees.

Section 5.1 General Information

All Commissioners must serve on a subcommittee.

At the beginning of each year, the Commission will chose three issues that it would like to focus on; it will then create a subcommittee around each of these issues. Each subcommittee will draft an action plan, which must then be approved by the Commission as a whole. After final approval by the staff liaison, the subcommittee will then carry out their plans.

A fourth group, the Communications Council, shall be considered a standing committee, and their focus and responsibilities will remain constant through the years. See Section 5.3 for further information.

Section 5.2 Structure

Each subcommittee will be staffed by four (4) Commissioners. Each shall elect a Chair, who is responsible for overseeing committee actions and reporting to the Vice Chair. Elected Officers may not serve as Chair of a subcommittee.

Subcommittees shall be organized through self-selection. In the event that more than four (4) Commissioners desire to join a single committee, and cannot decide among themselves, all prospective members shall write a short argument about why they should be on the committee. Each argument shall be brought anonymously to the Chair and Vice Chair, who will pick the four (4) they believe to be most qualified for the subcommittee in question.

Section 5.3 Communications Council

The Communications Council shall be staffed by three (3) Communications Officers, whose roles shall be as follows:

- Overseeing Commission social media/webpage
- Ensuring compliance with information technology policies
- Leading recruitment efforts, drafting any press releases, and overseeing development of annual reports
- Create public exposure for any subcommittee projects that requires is

- **Oversee commission finances**
 - Keeping track of budget
 - Loggings expenses/reimbursements

Council actions, internet posts, and interaction must be pre-approved by staff liaison.

2-1.706 Expenses.

Section 6.1 Budget

The WCYC shall be given an annual allocation of five-thousand (5,000) dollars.

2-1.707 Reports and Records.