

2 **RIVERSIDE COUNTY YOUTH COMMISSION**  
3 **BY-LAWS**

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6 **ARTICLE I - NAME AND AUTHORIZATION**

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8 Section A. Name

9 The name of this organization shall be the Riverside County Youth Commission,  
10 hereinafter known as the Commission.

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12 Section B. Authorization

13 The Riverside County Board of Supervisors on January 20, 1998, approved  
14 Resolution No. 98-032 establishing the Riverside County Youth Commission as  
15 an independent advisory commission to the Board of Supervisors in order to  
16 initiate and support projects and services involving young people in Riverside  
17 County and to work with people of all age groups.

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19 **ARTICLE II - PURPOSE**

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21 Section A. In its role to initiate and support projects and services involving young people in  
22 Riverside County, the Commission shall provide advice, assistance and  
23 recommendations to the Board of Supervisors and all County Department heads.

24 They shall work to anticipate the educational, recreational, and cultural needs of  
25 the youth of this county, and work to insure the coordination of community  
26 resources in order to improve the quality of life for all its youth.

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Section B.

Duties and Powers of this Commission shall be to:

1. To fulfill the responsibilities defined in Article II, Section A.;
2. To empower youth to focus on their vision and goals for the future and assess youth needs and plan and implement strategies that will allow them to reach those goals;
3. Disseminate information of interest and concern to youth;
4. Gather information and advice from the five Supervisorial Youth Advisory Councils (Article IX) and any other community youth councils or committees, elected officials, and the general public for the purpose of advocating for and making formal presentations on issues or concern to young people;
5. Act as an advocate for young people, taking positions on matters pertaining to federal, state and local policies, programs and procedures, and any legislation affecting young people;
6. Inform the Supervisorial Youth Advisory Councils (Article IX) and other local youth advocates and organizations on specific legislation pending before local, state and federal governments;
7. Make recommendations for funding requests by community agencies on various youth projects.

**ARTICLE III - MEMBERSHIP**

Section A.

Requirements

1. The Commission will consist of one elected member of each of the five

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Board of Supervisor’s Youth Advisory Councils (Article IX).

1. The above requirement shall be complied with as vacancies occur. Vacancies occur when a Commission member has completed a one year term, graduates or transfers from their current school within their Supervisorial District.
2. Members of the Commission shall be residents of Riverside County.
4. Each Supervisor shall also appoint a staff member to work with the Commission to assist them in realizing their goals.

Section B. Elections

1. Members of the Commission are elected by their respective Youth Advisory Councils (Article IX).

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**ARTICLE IV - TERMS**

Section A.

1. Commission terms shall be for one year, or until the student transfers or graduates from high school. Members may be elected and serve more than one term.
2. The terms of service shall be from the quarterly meeting held in September of each year until August of the following year.
3. If a vacancy occurs prior to a member’s full term being completed, another member of the respective Youth Advisory Council will be elected to fulfill the vacating member’s term.

**ARTICLE V - VOTING**

Section A.

1. All Commission members may vote. They will vote based on

1 recommendations made to them by their respective Youth Advisory  
2 Councils (Article IX).

3 2. All actions taken will require a majority vote of those present. No action  
4 can be taken without a quorum. A quorum will exist when a total of three  
5 members are present.

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7 3. Proxy voting shall not be permitted.

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9 **ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS**

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11 Section A. At the initial meeting of the Commission, elections shall take place, beginning with  
12 the election of the Chair, then the Vice-Chair, finishing with the Secretary. For  
13 subsequent years, the Commission shall hold elections at the quarterly meeting  
14 held in the month of September..

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16 Section B. Any member of the Commission may nominate any member for an office. An  
17 individual receiving the majority of the votes for any of the offices shall be  
18 deemed to have been elected.

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20 **ARTICLE VII - DUTIES OF OFFICERS**

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22 Section A. The duties of the Chair shall be to:

- 23 1. Preside at all meetings of the Commission;  
24 2. Call special meetings of the Commission when necessary;  
25 3. Be responsible for presenting the Board of Supervisors  
26 an annual report.

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Section B. The duties of the Vice-Chair shall be to:  
Perform the duties and exercise the power of the  
Chair during the absence of the Chair.

Section C. The duties of the Secretary shall be to:  
Be responsible for ensuring that the minutes of each Commission meeting are  
maintained and that appropriate correspondence is presented to the full  
Commission. In the absence of both the Chair and the Vice-Chair, the Secretary  
shall be responsible for performing the duties of and exercising the power of the  
Chair.

**ARTICLE VIII - MEETINGS**

Section A. Regular Meetings of the Commission

1. A minimum of 4 quarterly meetings shall be held annually.
2. The principal meeting place of the Commission shall be at the County Administrative Center, 4080 Lemon Street, Riverside, California. The Commission may designate additional meetings with the County as it deems advisable.
3. Three (3) consecutive absences from regular meetings shall make it an automatic resignation from the Commission.
4. All meetings of the Commission shall be open to the public and be subject to all requirements of the Brown Act, Government Code 54950 et seq.

1 Section B. Special Meetings of the Commission

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**ARTICLE IX - YOUTH ADVISORY COUNCILS**

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13 Section A. Purpose and Creation

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1. Each Supervisor shall create a Youth Advisory Council, hereinafter referred to as Council(s). These Councils will be comprised of one high school student from each high school, both public and private, in each Supervisor's District. Council members will be actively recruited, interviewed and appointed by each Supervisor.
2. These Councils will work directly with each Supervisor's staff to identify youth related concerns and will meet monthly.
3. Meeting times, dates and locations will be at the discretion of each respective Supervisor.
4. These Councils will provide direct input, via their elected representative, to the Commission on all issues relating to youth within their specific Supervisorial District.

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**ARTICLE X - POLITICAL ACTIVITY**

Section A. The Youth Commission shall not support any political party, or candidate, for public office.

**ARTICLE XI - PARLIAMENTARY AUTHORITY**

Section A. The rules contained in Roberts Rules of Order, Newly Revised, shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

**ARTICLE XII - AMENDMENTS**

Section A. These Bylaws may be amended at any regular meeting of the Commission by a two-thirds (2/3) vote, provided notice of the proposed amendment has been submitted to the Commission members at least twenty (20) days before the meeting.

Section B. Any Commission member may propose a Bylaw amendment. Such proposal shall be in writing and shall be referred to the Chair who shall report the proposed amendment with recommendation to the Commission.

**ARTICLE XIII - ANNUAL REPORT**

An annual report shall be presented to the Board of Supervisors in June of each year.

**ARTICLE IXX – CONDUCT**

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As a member of the Riverside County Youth Commission, each member is in the spotlight of their school and community. Because of the many public events in and around each member’s community, each member should demonstrate the quality and level of a Youth Commission member in and out of group activities. Each member is an extension of their school, community, family, and County Supervisor’s Office. Each member should demonstrate that in everything they do. There will be no smoking, drinking alcoholic beverages, or using illegal drugs by any member while representing the Riverside County Youth Commission. Such behavior will not be tolerated and is grounds for dismissal from the Youth Commission.

(Amendment passed May 21, 2001 by unanimous vote.)