

Multnomah Youth Commission

B Y L A W S

As Amended, April 13th, 2008

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ARTICLE I: Name

- A. The name of the organization is the Multnomah Youth Commission, hereinafter referred to as the MYC.

ARTICLE II: Mission and Purpose

- A. The mission of the MYC is to provide a voice for youth in the decisions and policies of government agencies and community organizations that affect the lives of young people.
- B. The purposes which guide the direction of the MYC are:
1. Creating positive policy changes that make Multnomah County & the City of Portland a better place to grow up for youth.
 2. Involving all the youth of Multnomah County & the City of Portland in the decisions that shape their lives.
 3. Serving as one voice for the youth of Multnomah County & the City of Portland but also striving to bring the voices of all community youth to the table through collecting data on youth issues and opinions.
 4. Bringing youth and adults from the County & City together and improving youth adult partnerships through training, support, and technical assistance.

ARTICLE III: Legal Authority

- A. On October 5, 2007 Multnomah County and the City of Portland finalized a non-financial intergovernmental contract (IGA) #0708066. On September 19, 2007 the City of Portland City Council adopted Ordinance #181290 authorizing the IGA. This IGA creates the Multnomah Youth Commission as a joint County-City youth policy advisory body and empowers the Youth Commission to:
1. Advise and make recommendations to the Jurisdictions' governing bodies on policies and programs to ensure that young people form relationships with caring adults, build skills, exercise leadership, and help their communities while obtaining the opportunities, skills, and experiences necessary to become healthy, productive adults;
 2. Articulate and promote long-range goals and objectives for developing and achieving positive youth development for all youth in our community;
 3. Promote positive youth development strategies among citizens, businesses, governmental agencies and community-based organizations;
 4. Develop opportunities for all citizens to learn about values, principles, and practices that will encourage healthy, happy, and engaged young people;

5. Assist in the coordination of policies and actions creating more youth friendly communities; and,
 6. Meet annually with the governing bodies of the Jurisdictions to report on the Commission's activities and achievements in the prior year and plans for the upcoming year.
 7. The Commission may provide recommendations and advice to the City and the County regarding contracting and grant applications to support positive youth development.
- B. On August 16th, 2006 the City of Portland and on May 22nd, 2007 Multnomah County adopted "Our Bill of Rights: Children & Youth. This youth created statement of rights further guides the work solidified in the IGA between the City and County. Specifically, the Bill of Rights calls on both the County & City to:
1. To refer to the Bill as a resource and as a tool to identify and evaluate additional mechanisms to support children and youth.
 2. To involve children and youth in decision-making and other review processes and to take the views of children and youth into consideration when making decisions, and promote this involvement throughout the other departments and agencies in the county and city.
- C. The MYC is jointly housed at Multnomah County's Commission on Children, Families and Community, hereinafter the CCFC, and is a standing committee of the CCFC and a City of Portland Commissioner's office.
- D. No less than two (2) and no more than five (5) Youth Commissioners or community youth shall serve as voting members of the CCFC. The MYC co-chairs, or their designees, are automatically voting members of the CCFC and are included as two (2) of the MYC's possible five (5) appointments.

ARTICLE IV: Membership

- A. Composition:
1. The MYC's membership consists of members between the ages of thirteen and twenty-one, at the time of appointment (August 1st).
 2. The MYC shall have at least twelve and no more than thirty-two voting members, one additional seat shall be held as an open seat in memory of Jennifer Beegle. Jennifer Beegle served as a founding Youth Advisory Board member (1996-1997) and was killed in a car accident on December 14th, 1996.
 3. The MYC may have up to 10 "At-large" members. An at-large member is a member of the MYC that is a full participant in commission projects but does not have a voting position. Any community youth that fits current MYC eligibility requirements is eligible to be an at-large member. To become an at-large member interested youth need to submit a letter of interest to the MYC Coordinating Committee and attend three regularly scheduled meetings of the full MYC before being considered for the position by the full commission. Current members of the MYC

who must vacate their voting positions may apply to become at-large members, by submitting a letter to Coordinating Committee. They do not need to attend three regularly scheduled meetings. A majority vote of the MYC is required to approve all new at-large positions. At-large members agree to follow the participation standards outlined in these bylaws but at-large members are not bound by MYC attendance standards.

4. In the event of a vacancy of a Commissioner with voting powers by termination or resignation, the remaining Commissioners will select a person to fill that vacancy from the at-large Commissioners and then forward that recommendation to the chief executive officer of each participating jurisdiction, who will jointly fill the vacancy from the name or names forwarded to them. At-large members must have attended 3 full MYC meetings to be eligible for a voting position.
5. Up to five (5) MYC members or community youth shall serve on the CCFC.
6. Members shall live, work, attend school, or be enrolled in an emancipated youth program in Multnomah County or the City of Portland.
7. The MYC works to reflect the cultural and geographic diversity of Multnomah County & City of Portland citizens.

B. Participation standards:

1. It is expected that all Youth Commissioners will engage fully with Commission activities and commit at least 15 hours, including travel time, per month to their participation. At-large members are expected to commit at least 7 hours per month, including travel time to Youth Commission activities (these hours may or may not include attending MYC meetings).
2. Youth Commissioners should strive to:
 - a) Contribute Ideas
 - b) Listen to Others
 - c) Respect all members
 - d) Uphold the norms (rules of conduct) approved by the Commission each year.

ARTICLE V: Attendance

A. Absences:

1. The MYC requires the full commitment and involvement of each member to succeed. In order to ensure our success no member may miss more than three (3) meetings of the full commission within in any 6-month period.
2. To honor and respect the time and commitment of all commissioners, members that must miss a commission meeting or standing committee meeting need to inform MYC coordinators or Co-chairs of their absence no less than 24 hours before the scheduled meeting.

3. Any member who misses two (2) consecutive full commission meetings must meet with the MYC coordinators and/or co-chairs to “get up to speed.” The Coordination Committee shall consider the continued membership of any members that have missed three (3) commission meetings in any 6-month period at the next Coordinating Committee meeting. All members of their committee, if the member in question has one, are requested to submit a signed written statement to Coordinating Committee. All commission members are allowed to submit such written statements and are invited to participate in these Coordinating Committee discussions. Coordinating Committee will make a recommendation to the full commission at the following meeting, who will take a final vote, without any discussion, by secret ballot.

B. Tardiness:

1. Any member who attends less than 2 hours of a full MYC meeting shall be considered tardy.
2. Two (2) occasions of tardiness shall be considered one absence. Absences due to tardiness count towards the commission's attendance policy with the same weight as a full absence.

E. Extended Leaves of Absence:

1. Part-term-Any voting member who is unable to perform their duty as a Multnomah Youth Commissioner for part of their term and cannot reasonably be expected to engage in Commission activities for an extended period or time, less than a full term, may request to be granted an extended leave of absence. Once granted, their absences will not count towards our attendance policy AND their absence will not impact quorum for conducting Commission business. As soon as a member on extended leave of absence is able to return to full participation they regain their vote and are subject to the Commission attendance policy.
2. Full-term- Any voting member who is unable to perform their duty as a Multnomah Youth Commissioner for the entirety or remainder of their full term and cannot reasonably be expected to engage in Commission activities may request to be granted an extended leave of absence for their full term. The Commission will approve or disapprove requests on a case-by-case basis. Once granted the member's absences will not count towards our attendance policy AND they forfeit their voting position for the remainder of their term. Members on an extended leave of absence for a full-term regain their voting position only after submitting a reapplication form during the regular recruitment period for the Commission and the Commission's interview panel approves their reapplication.

ARTICLE VI: Appointment Process

A. Appointment:

1. MYC members shall apply no later than June 1 of every year for the following MYC year. The Coordinating Committee of the MYC will

decide on an interview panel made up of current Youth Commissioners and staff of the participating jurisdictions. This committee will recommend persons to serve as voting and “at-large” Commissioners and forward those recommendations to the chief executive officer of each jurisdiction, who will jointly appoint them from the names forwarded to them.

2. All terms of office shall be from August 1 to July 31.
3. Each member of the governing bodies of the jurisdictions may select one of the persons appointed to serve as Commissioner to be their liaison to the Commission.

B. Reappointment:

1. Current members are eligible for reappointment if they are between the ages of 13-21 at the date of appointment (August 1st).
2. Members should provide the Coordinating Committee with a preliminary commitment to return by January 31st to help plan MYC’s recruitment for the following year.
3. Formal reapplication forms are due by June 1st.

C. Community Involvement:

1. Community members interested in serving on the MYC, or recommending others for service, shall make such interest known in writing to the Coordinating Committee of the MYC. The full MYC can, by a majority vote, offer at-large non-voting positions to community youth after they have attended three full MYC meetings.
2. Current At-large members are allowed to reapply for voting positions as if they were voting members for the past term. They do not need to go through the full recruitment process (e.g. interviews) if they have served as an at large member.
3. The MYC is dedicated to working with community youth.

ARTICLE VII: Officers

A. Co-Chairs

1. The MYC shall elect two (2) Co-Chairs for a one-year term in a democratic process overseen by the Coordinating Committee, by June 1st of each year.
2. The Co-Chairs shall be the conveners of all MYC meetings and events; shall be the official spokespersons for the MYC; and shall be the designated liaisons to the MYC staff.
3. Co-Chairs must have served at least one year on the MYC to be elected to this position.
4. It is recommended but not required that Co-Chairs are elected so one Co-Chair is able to serve for two consecutive terms to maintain continuity of membership and help train new Co-chairs.
5. The Co-Chairs shall appoint, with feedback from committee members,

the chairs of each standing committee for a term of one-year. The Co-Chairs work to support and coordinate the efforts of the MYC standing committees.

B. Policy Liaisons

1. Up to two additional officers may be elected to help coordinate the Commission's policy advisory role to the Multnomah County Board, Portland City Council, and Commission on Children, Families & Community Board. Policy liaisons may be elected either in the same election as Co-chairs or in the fall following the annual MYC retreat.
2. Policy liaisons do not need to have served on the Commission for a full year before running for office.

C. Chairs of Standing Committees

1. The Committee chair shall be the convener of their respective committee's meetings and events; shall be the official spokesperson for the committee; and shall be the designated liaison to the MYC staff.
2. Standing committee chairs, or their designee, are automatically members of the Coordinating Committee and serve as a spokesperson for the committee at Coordinating Committee meetings.
3. Committee Chairs shall report back to their respective committees on what occurs at Coordinating Committee and how it will impact them, including any new tasks the committee is expected to complete.
4. Committee Chairs are also expected to keep in contact with the members of their respective committees and ensure that committee and personal deliverables are completed fully and on time.

ARTICLE VIII: Committees

A. Types of committees:

1. Standing committees shall be ongoing established groups, with an established annual agenda, work plan, roster, and timeline.
2. Ad hoc committees (also called "task forces") shall be groups established to meet short term needs, shall not be ongoing, shall meet with a frequency suited to the task, and shall have authority to allocate funds for activities directly related to their areas of responsibility, within the bounds of the overall allocation approved by the MYC, only when expressly delegated that authority by vote of the MYC.
3. Sub-committees shall be subordinate, non-ongoing groups established by the Chairs of any standing committee, and directly accountable to that corresponding committee, effective upon notification to the MYC Coordinating Committee of that subcommittee's establishment.

B. Committee structure:

1. Standing committees:

Coordinating Committee:

- Provides for organizational planning and steering, coordination, and financial accountability.

- Coordinates the creation of all MYC agendas.
 - Provides staff with short-term direction, consistent with MYC policy.
 - Serves as a point of first contact for community members seeking to engage the MYC through a method set by the committee.
 - Serves as the finance committee, to approve and monitor the MYC operations budget.
 - Serves as the MYC Human Resources Committee.
 - Oversees the development of the annual operations budget.
 - Reviews and coordinates all recommendations.
 - Membership shall include the MYC Co-Chairs, and up to eight other members who are appointed by the Co-Chairs.
 - Meets at least monthly.
2. Ad hoc committees, are constituted as needed and meet as often as necessary, at the call of the MYC Co-Chairs, and at such dates and times set by the ad hoc committee Chair.

C. Committee specifications:

1. Each committee's Chair shall be a MYC member appointed by the MYC Co-Chairs in partnership with the Coordinating Committee and MYC staff.
2. Each standing and ad hoc committee's charge shall be set by the MYC Co-Chairs.
3. Each committee's membership shall be selected by that committee's Chair, with the concurrence of the MYC Co-Chairs, and shall be either:
 - a) MYC regular members, who hold the full privileges and responsibilities herein specified.
 - b) Community members, who are not members of the full Commission.
 - c) Committees must include at least two Commissioners. Other citizens, or County or City staff, may participate as ex-officio subcommittee members, as appointed by the participating Commissioners.
4. Committee meeting agendas shall be set by that committee's Chair or Co-Chairs.
5. Each committee's procedures regarding quorum, voting, and decision-making shall be the same as those required of the full MYC. The Coordinating Committee must also follow the same public access standards as the full MYC. All other committees must only follow these guidelines if they have a quorum of the full commission present. The MYC must ensure that all meetings are accessible to people with disabilities.
6. Each standing and ad hoc committee shall have dedicated staff support at a level determined jointly by the MYC Co-Chairs and the MYC Coordinators.
7. Each standing and ad hoc committee shall have the standing to recommend policy and related budget actions to the MYC in their areas

of responsibility.

ARTICLE IX: Meetings

A. Frequency:

1. The MYC shall meet in full session at least once per month, with the exception of July and August, in which there shall be no meetings.
2. Additional special meetings shall be called by the Coordinating Committee or the Co-Chairs who shall provide for at least seven (7) days advance notice of such meetings.

B. The Commission strives to create a youth friendly environment and therefore uses an informal meeting process. Voting processes shall generally follow parliamentary procedures as interpreted by the Coordinating Committee.

C. Decisions shall be made by a majority voiced vote, except as otherwise noted in these bylaws; the MYC Co-Chairs may refer issues that fail to gain majority votes to committees, as appropriate, for reconsideration.

D. The MYC Co-Chairs shall appoint a designee to conduct meeting facilitation when the Co-Chairs are not available to serve this function.

E. Quorum and majority voting shall be consistent with the requirements of ORS 174.130:

1. A quorum is declared to exist when more than 50% of appointed, active members are present.
2. To fully represent the diversity of voices of the Commission, these bylaws shall define a majority vote as more than 50% of the appointed, active members on the MYC, regardless of the number of members present and voting.
3. If a special meeting is called, and a quorum is present, then only for that meeting is a majority vote considered more than 50% of members in attendance.
4. Neither votes by mail, proxy votes, nor call around for votes after a meeting are allowed.

F. The MYC shall make provision for community comment at each full session, and may, at its discretion, limit the time the discussion takes, and refer to appropriate committee or staff.

G. All meetings of the MYC and its coordinating committee are subject to the Oregon public meeting law, and only those matters related to personnel and litigation may be moved to executive (non-public) session.

H. The minutes of the commission meeting shall be kept at each meeting and approved by the full board, and shall note the members present, topics

discussed, votes taken and results of the vote. A meeting transcript is not required.

ARTICLE X: Member Accountability

- A. Members whose vote on a MYC matter could have direct financial influence, whether for gain or loss, on themselves, their employer or their family, are seen as having a potential conflict of interest, and shall declare such a potential conflict prior to the vote, and shall at the final discretion of the Co-Chairs, abstain from advocating for a voting position or casting a vote on such matters.

- B. MYC members shall take the time to review financial and programmatic outcome reporting data as provided to them, and fully participate in discussions that allow for accountability to our funders, our partners and the youth of Multnomah County & the City of Portland.

- C. MYC members shall assure positive relationships with the Multnomah County Board of County Commissioners and with County Departments that implement board decisions. MYC members shall also assure positive relationships with the Portland City Council and City of Portland Bureaus & offices.

- D. Reimbursement for incidental expenses such as parking, childcare, and others shall be allowed to MYC members as needed, with prior approval of the Executive Director of the CCFC or appropriate City of Portland manager, to support their full participation.

ARTICLE XI: Staff

- A. Personnel Policy:
 - 1. Commission staff members are full time positions. One position is hired by the County and reports to and is hired by the Director of the CCFC, with input from CCFC staff, Commissioners, and City of Portland staff. One position is hired by the City and reports to and is hired by a City Commissioner's office, with input from Commissioners and Multnomah County staff.
 - 2. The MYC Co-Chairs shall prepare (on behalf of the Coordinating Committee) an annual, written evaluation of staffCoordinators and share it with the Director of the CCFC and the City Commissioner in whose office the MYC is housed, or their designees.

- B. Role
 - 1. Staff has the responsibility and authority to carry out established MYC policy, and they are expected to provide adequate MYC and committee support as interpreted by the MYC Co-Chairs.
 - 2. MYC and CCFC staffs are important and vital partners with the MYC and strive to build positive relationships with each youth commissioner

and model positive youth-adult partnerships in all our work.

3. MYC staff believes that the youth of our community are not only the leaders of tomorrow, but also the leaders of today. It is the role of staff to work with youth commissioners to achieve MYC goals and to reduce any barriers to success by collecting information, coordinating trainings, or providing youth commissioners any other supports they need to be effective.
4. The power and influence of any group is only enhanced when it builds a large and diverse base of support. MYC staff shall work to connect the MYC with other youth and adult leaders that can help advance a positive youth agenda. Specific efforts should be made to create a city/county, regional, and statewide network of youth working in policy contexts.
5. MYC staff will work to infuse positive youth development throughout the work of all CCFC standing committees and the CCFC as a whole, as well as throughout Multnomah County & the City of Portland where appropriate.

ARTICLE XII: Budget

- A. The MYC shall, on a cycle to match the fiscal year of Multnomah County, annually approve an operations budget recommended by the Coordinating Committee and presented by the Co-Chairs. A concurrent budget shall be approved to reflect the City of Portland's contributions to the MYC.
- B. The MYC staff shall manage operations within the constraints of the approved budget.

ARTICLE XIII: Approval and Amendments

- A. These bylaws shall take effect immediately after the MYC adopts them by a two-thirds majority vote of the total commission membership.
- B. These bylaws may be amended by the MYC in any meeting after Coordinating Committee recommendation, and the MYC adopts them by a two-thirds majority vote, given that at least 14 days advance written notice has been given of the proposed changes.