



**City and County of San Francisco
YOUTH COMMISSION
Executive Committee**

MINUTES

**Wednesday, October 11, 2023
5:00 p.m.**

**IN-PERSON MEETING
City Hall, Room 278
1 Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102**

IN-PERSON MEETING with REMOTE ACCESS via Webex

Members: Gabbie Listana (Vice Chair, D6), Ewan Barker Plummer (Chair, Mayoral), Téa Lonné Amir (Comms & Outreach Officer, Mayoral), Kelly Wu (Comms & Outreach Officer, D3), Allister Adair (Legislative Affairs Officer, D2), Jason Fong (Legislative Affairs Officer, D7).

Present: Ewan Barker Plummer, Gabbie Listana, Téa Lonné Amir, Kelly Wu, Jason Fong.

Absent: Allister Adair (excused).

Tardy: None.

The San Francisco Youth Commission's Executive Committee met in-person with remote access for public comment, on October 11, 2023, with Vice Chair Listana presiding.

1. Call to Order and Roll Call for Attendance

Vice Chair Listana called the meeting to order at 5:03pm.

On the call of the roll:

Roll Call Attendance: 5 present, 1 absent.

Ewan Barker Plummer present

Téa Lonné Amir present



Kelly Wu present
Allister Adair absent
Jason Fong present
Gabbie Listana present

A quorum of the Executive Committee was present.

Chair Barker Plummer, seconded by Vice Chair Listana, motioned to excuse Officer Adair. The motion was carried by the following voice vote:

Voice Vote: 5 ayes, 1 absent.

Ewan Barker Plummer aye
Téa Lonné Amir aye
Kelly Wu aye
Allister Adair absent
Jason Fong aye
Gabbie Listana aye

Action: Officer Adair's absence excused.

2. Communications

Alondra Esquivel Garcia, Director of the SFYC, shared communications and meeting announcements with the Executive Committee.

3. Approval of Agenda (Action Item)

No discussion, and no public comment.

Officer Wu, seconded by Officer Lonné Amir, motioned to approve the October 11, 2023 Executive Committee meeting agenda. The motion carried by the following voice vote:

Voice Vote: 5 ayes, 1 absent.

Ewan Barker Plummer aye
Téa Lonné Amir aye
Kelly Wu aye
Allister Adair absent
Jason Fong aye
Gabbie Listana aye



Action: Agenda Approved.

4. Approval of Minutes (Action Item)

a. September 27, 2023 (Packet Materials)

Chair Barker Plummer, seconded by Officer Wu, motioned to approve the September 27, 2023 Executive Committee meeting minutes. No discussion. No public comment. The motion carried by the following voice vote:

Voice Vote: 5 ayes, 1 absent.

Ewan Barker Plummer aye

Téa Lonné Amir aye

Kelly Wu aye

Allister Adair absent

Jason Fong aye

Gabbie Listana aye

Action: Minutes Approved.

b. Discussion and Debrief of October 2, 2023 Full Youth Commission Meeting

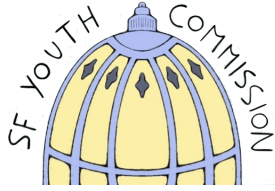
Vice Chair Listana said that the meeting went well and didn't go as long as she thought it would, and brought up presentation time changes. Chair Barker Plummer added that in the future the presentations should be 10 minutes for guests to present and 10 minutes for Q&A, but allow for some leeway if the presenters go a few minutes over their presentation. Officer Wu appreciated the housing presentation by the Planning Department and she learned a lot, Officer Lonné Amir. Officer Fong said that it went well, and he felt bad for the presenter from the D4 office since there were so many changes to the legislation he was discussing. Vice Chair Listana thanked Specialist Zhan for her presentation.

5. Public Comment on matters not on Today's Agenda (2 minutes per comment)

No public comment.

6. Committee Business (discussion and action item)

a. Community Builder



Vice Chair Listana said she intends to strike the community builder agenda item off the next Executive Committee meeting, but for today's meeting she handed it to Officer Wu for her community builder idea. The community builder was to introduce your name to the group, but replace your last name with your favorite food.

b. Review Commission Attendance

Director Garcia said that Commissioners are doing well on attendance, but that there needs to be a conversation about bylaw amendments soon, potentially in November within the Executive Committee.

c. Updates on Commission Outreach and Communications

i. Presenters: Téa Lonné Amir & Kelly Wu, Communication and Outreach Officers

Officer Lonné Amir is reaching out to an organization called #HalfTheStory to meet with their CEO and collaborate in the future. She wants to invite her to be there in-person and discuss the relationship between youth and technology. This potential collaboration would likely be in the late spring 2024, but they're hoping to meet with the organization staff soon to discuss what that would look like. The Commissioners discussed potential ideas that could make the event engaging for young people. She reminded others to fill out the form to submit their personal information.

Officer Wu said that we can bring back Fun Fridays, but to start Monday Fundays before the first full Youth Commission meetings, starting in November. Staff will be working with the Comms Officers to set it up and allow for youth-at-large to be able to attend and visit public office hours.

Chair Barker Plummer brought up the Youth Commission logo situation on how to change the logo, all of the options are time-consuming or expensive. He added that they're hoping to put together a temporary logo by the Great Hauntnway event on October 30th. Officer Lonné Amir added that she likes the idea of a youth competition for our Youth Commission logo, but that she wants to hear more feedback about any temporary logo and not rush the process. Vice Chair Listana added that she agrees with Officer Lonné Amir, and doesn't want just words for the temporary logo.

Officer Lonné Amir added that her and Officer Wu will be filming parts of the upcoming Youth Commission meetings to create the school presentation videos.



- d. Updates on Recent Youth-Related Board of Supervisors / Mayor Legislation
 - i. Presenters: Allister Adair & Jason Fong, Legislative Affairs Officers

Officer Fong said that there are currently five legislations that have been referred to the Youth Commission. This legislation includes the following:

1. BOS File 231019 - [Declaration of Policy - Eighth Grade Algebra and SFUSD Math Curriculum Development];
2. BOS File 231017 - [Hearing - Declaration of Policy - Eighth Grade Algebra and SFUSD Math Curriculum Development];
3. BOS File 230446 - [Planning Code - Zoning Map - Housing Production];
4. BOS File 230988 - [Planning Code - Cannabis Retail Uses];
5. BOS File 231030 - [Hearing - Working Conditions for Women in the SFPD].

Officer Adair was absent.

- e. Approval of Full Youth Commission October 16, 2023 Agenda

Vice Chair Listana asked if BOS File 231030 [Hearing - Working Conditions for Women in the SFPD] is time sensitive, since the upcoming meeting is likely going to be longer. Chair Barker Plummer said that since it was just referred to city departments today, to which Commissioners agreed, that it would be better to have it at the November 6th full Youth Commission meeting.

Officer Wu, seconded by Chair Barker Plummer, motioned to approve the October 16, 2023 agenda. No discussion. No public comment. The motion carried by the following voice vote:

Voice Vote: 5 ayes, 1 absent.

Ewan Barker Plummer aye
Téa Lonné Amir aye
Kelly Wu aye
Allister Adair absent
Jason Fong aye
Gabbie Listana aye

Action: October 16, 2023 full Youth Commission meeting agenda approved.



7. Adjournment

There being no further business on the agenda, the Executive Committee adjourned at 5:49pm.

San Francisco Youth Commission 2023-2024 Bylaws

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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.

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

1. Each Commissioner shall devote at least 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.
2. The time commitment requirement is greater for Commissioners elected by their colleagues to be officers, as per “Article V—Officer Positions,” below.

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 through July, 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).

Exceptions include January (in which the Commission shall have a regular meeting on the first Monday of the month and then hold a special Mid Year Retreat in January 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 Chair 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 majority of Executive Committee members opt to do so. A majority of Executive Committee members and/or the Chair may call for this special meeting either via a motion at a Full Commission meeting, an Executive Committee meeting, or in writing to the Commission Director and all Commissioners. 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:

1. Quorum shall consist of a majority of the Commission's 17 members (i.e., 9 commissioners).
2. Quorum is needed to begin a Commission meeting and to pass any motion, unless otherwise noted.
3. In the case a Commissioner has taken a leave of absence they shall not be included in the total/majority number of Commissioners required to have quorum.
4. 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 Chair 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.

IV. Attendance, Resignation & Leaves of Absence

A. Attendance

The Commission's attendance policy will be as follows. According to SEC 4.123 (c) of the Charter:

1. "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."
2. "Missing" a meeting means any of the following: being absent at a meeting; exiting a meeting any time before a meeting is adjourned, without returning.
3. A Youth Commissioner arriving after the roll call and quorum is called, will be marked tardy. Every two tardies will be equated to one unexcused absence.

4. To authorize an absence, a Youth Commissioner must inform Commission staff and the Chair as early as possible of their upcoming absence. 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.
5. The Commission shall have the ultimate authority on authorizing/not authorizing absences. To have a fair and consistent policy which respects all Youth Commissioners, staff, and those who the Youth Commission represents, the following should be used as guiding principles:
 - a) Youth Commissioners requesting an excused absence should do so as far in advance of the meeting they will be absent from as possible, at least 72 hours in advance. Only in extreme circumstances (e.g. medical or family emergency) should there be an exception.
 - b) Youth Commissioners should only be excused for mandatory responsibilities.
 - c) All mandatory cultural and/or religious responsibilities should be respected and excused equally.
 - d) Youth Commissioners requesting an excused absence should have the responsibility of providing a reason for their absence to Commissioners and staff.

B. Parental Leave Policy

Administrative Code Chapter 67B authorizes members of the Youth Commission to take parental leave in certain circumstances. The terms of the parental leave policy are set forth in Administrative Code Section 67B.1. That section is incorporated by reference into these bylaws. Staff shall provide a copy of Section 67B.1 to each member of the Youth Commission when the member assumes office. Any member who intends to take parental leave under this policy must inform staff and the Chair of the Youth Commission in writing. To the extent feasible, the member’s

written notice shall state the beginning and end dates of the leave and whether the member intends to participate in Youth Commission meetings remotely during the leave. The notice is not binding on the member and does not limit the member's rights under the parental leave policy, but rather is intended to aid staff and the Chair in planning the work and the meetings of the Youth Commission while the member is on parental leave.

C. Resignation

After a Commissioner has been found to have missed 3 meetings, Commission staff shall prepare a letter to Commissioners informing them of the Bylaws violation (and therefore assumption of resignation) 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.

D. Committee Attendance

1. 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;
2. If a Commissioner is removed from their committee for any reason, and they no longer sit on any standing issue committee, they must join another committee to fulfill their requirements as listed in Article VI, Section A.

E. Leaves of Absence

1. 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;

2. If an Executive Officer submits a leave of absence and it is approved at a full Youth Commission meeting, a special election shall be held at the next full Youth Commission meeting to fill that officer's role in an interim capacity until the return date listed on their approved leave of absence request.

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 Chair, one Vice Chair, two Legislative Affairs Officers, and two Communication and Outreach 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 aid 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

1. The Chair shall:
 - a) Facilitate Commission meetings by upholding and enforcing the Commission's Rules of Order and these Bylaws;
 - b) 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 their own opinion on an item until the end of discussion;
 - c) Meet with Commission staff weekly to discuss Commission business;

- d) Be the spokesperson for the Commission and, with the other officers, coordinate community outreach and educational materials, Commissioner testimony at legislative hearings, and media and public relations;
- e) Review the agenda for each Commission meeting with staff and the Vice Chair;
- f) Schedule or cancel Commission meetings;
- g) Have a flexible schedule with free time during the day in order to conduct all of these duties.

2. The Vice Chair shall:

- a) If the Chair is not present, facilitate Commission meetings;
- b) Serve as acting Chair when the Chair is unable to fulfill the role;
- c) Facilitate Executive Committee meetings;
- d) Review the agenda for each Commission meeting by meeting with staff and the Chair;
- e) Coordinate Commission forums and Commission presentations at schools, City departments, community agencies, and events with the Communications and Outreach Officers;
- f) 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;
- g) 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;
- h) Shall serve as Parliamentarian to oversee the use of and any potential amendments to the Youth Commission's current Bylaws, and ensure that commissioners are in

compliance with all Commission policies, in collaboration with staff.

3. The (2) Legislative Affairs Officers shall:

- a) Serve as the points of contact to receive, monitor, and report pending legislation at the Board of Supervisors to the Commission;
- b) Monitor Board of Supervisors' agendas and hearing schedules for pending legislation;
- c) Confer with committee chairs regarding pending legislation that could be referred to the full Commission for comment and recommendation, and can determine whether the legislation should be considered separately and beforehand by the appropriate Youth Commission committee;
- d) Work with Youth Commission staff to ensure commissioners build relationships with the Board of Supervisors and Mayor by meeting with offices about upcoming legislation and ongoing Youth Commission policy work;
- e) Work with Youth Commission staff to regularly check in with fellow commissioners to make sure commissioners are meeting with their appointing officers regarding pending legislation;
- f) Support Commissioners by assisting in the drafting and revising of youth sponsored action legislation;
- g) Solicit interest and participation of Commissioners in giving testimony at public hearings; and
- h) Attend Board of Supervisors meetings, if possible.

4. The (2) Communication and Outreach Officers shall:

- a) Develop an annual outreach plan for the Commission and present the plan for approval to the Commission with staff, and coordinate assignment of responsibility;
- b) Regularly check in and support committees in the development and implantation of their outreach goals;

- c) 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.
- d) Ensure that commissioners are attending meetings with youth and other community members each month;
- e) Outreach for Board of Supervisors hearings agendaized according to requests made by the Youth Commission pursuant to Board Rule 2.12.1, the Youth Voice Scheduling Rule;
- f) Coordinate Commission forums and Commission presentations at schools, City departments, community agencies, and events with the Vice Chair;
- g) 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

1. 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 Chair, who shall be required to devote at minimum 3 more hours;
2. 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;
3. 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. However, if an Executive Officer has an approved leave of absence, the full Commission may elect an interim Commissioner to serve in their role until the leave of absence is over and the officer returns;

4. 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

1. 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.
2. 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 they would like to be elected to said position.
3. After each Commissioner has made this statement of up to two minutes, 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.
4. 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.

VI. Standing Issue-Based Committees

A. General Purpose & Membership of Committees

1. 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.

2. 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 choose to be a non-voting member with speaking privileges of additional issue-based committees;

- 3.

Following their election in the first meeting of the full Commission, the Chair, with support from staff and consultation with the Executive Committee, shall solicit the preferences of Commissioners for which issue-based committee they wish to serve on. The Chair should then present a committee roster proposal to be voted on, by simple majority, at the second full Commission meeting. In the case the roster proposal is rejected, the Chair shall then again create a new proposal to be considered at the next full Commission meeting.

4. Commissioners are encouraged to include non-Commissioners and interested youth on all Youth Commission committees, task forces, and/or subcommittees. Any youth may apply to serve as a non-voting member through a process determined by the Staff and the full Commission, and must be approved by a majority vote of the body they hope to serve on. Non-voting members shall have full speaking privileges and can suggest items to include on the agenda, but cannot vote on any item on the agenda.

B. Working Groups, Tasks Forces, and Subcommittees

1. Commissioners are able to create Working Groups, Task Forces, and Subcommittees with a simple majority vote (50%+1) at any scheduled full Commission meeting;
2. In the case that a Committee does not have quorum, the present Commissioners may continue forward with having an unofficial working group meeting to have discussion, with or without staff present to clerk or facilitate the meeting.

C. 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 (OAC), youth seat 6 of the Sugary Drinks Distributor Tax Advisory Committee, and any other specified youth seats that are under the responsibility of the Youth Commission, and advising the full Youth Commission on which applicants to consider recommending to the Mayor; and Commission legislation.

D. Responsibility, Authority, Membership, Chairpersonship and Meeting Time of Standing Issue-Based Committees

1. 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;
2. 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;
3. Committees shall elect a Chair and Vice Chair at their first official meeting, following the procedure used for executive officer positions in Section V—Executive Officer Positions & Duties (C);;
4. 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);
5. The full Youth Commission shall have the power to dissolve and create standing-issue based committees by simple majority vote (50%+1).

E. Special Supercommittees and Youth Commission Participation in Outside Bodies: Our Children, Our Families Council; Youth Justice Committee and the City's Juvenile Justice Coordinating Council.

1. 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 Chair shall serve as the OCOF representative, unless or until another representative is chosen by the full commission.
2. The Youth Commission's participation in the City's Juvenile Justice Coordinating Council, a state-mandated local body, shall be determined by a simple majority of the full Commission.

F. Recommendation Process for Youth Appointments to Other City Bodies

1. 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.
 - a) 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 shall notify the Executive Committee.
 - b) When an application for the seat has been released, staff will inform both the 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, in internal communications, and by public outreach.

- c) In consultation with staff, the 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 the Executive Committee. At the last full Youth Commission before the review session, the 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 the Executive Committee, they will be asked to be present at the following full Youth Commission meeting.
- d) At the review session, the Executive Committee shall consider all applications, as well as any comments forwarded to it by other Commissioners. The Executive Committee shall recommend between one (1) and three (3) applicants. Should the Executive Committee fail to make any recommendations, this process will start all over again from subsection (b).
- e) 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 the Executive Committee. The applications of applicants recommended by the Executive Committee, as well as any further materials and reports produced by the Executive Committee, shall be included in the agenda packet for the full Youth Commission agenda on which they appear.
- f) 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.
- g) 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.

- h) 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.
- i) Staff shall maintain communication with applicants to make sure they understand this process.

VII. Commission Core Values & Code of Conduct

A. Commission Core Values

1. The work of the entire Commission is guided by belief in the following core values:
 - a) Bridging the gap between youth and government;
 - b) The best work is done in a manner that is respectful, inclusive and honest;
 - c) A better world for all young people is possible;
 - d) Belief in working towards a world that supports the safety, well being and positive enrichment of all young people;
 - e) 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
 - f) Belief in working towards a world that is all inclusive, diverse, loving, and kind.

2. 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.
3. 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.
4. 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

1. 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.

VIII. Staff Role, Mission, Vision, and Accountability, Expectations of Commissioners, & Use of Office Resources

A. Staff Role

1. 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.
2. 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

1. Commission staff believe:

- a) 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;
- b) In the presence and active roles of young people in government—locally and beyond;
- c) 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.

2. The work of Commission staff is guided by a vision in which staff works to:

- a) 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;
- b) 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;
- c) Collaborate with community members, organizations, schools; and
- d) Ensure that Commissioners establish working relationships with their appointing officers and their staff, whether that be the Mayor or their District Supervisor;

- e) 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.

3. Commission staff works to be accountable to Commissioners by:

- a) 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;
- b) Being respectful, direct, and communicative with Commissioners about our expectations for their work—including its relative quality, quantity and positive spirit; and
- c) Seeking feedback (both formally and informally) from Commissioners regarding their expectations and opinions of staff work; and
- d) Ensuring collaboration between returning Commissioners and staff to support newly-appointed Commissioners at the beginning of each term.

C. Staff Expectations of Youth Commissioners

- 1. 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:
 - a) Check email daily and read the weekly internal update weekly;
 - b) Reply in a timely manner to communication from Commission staff; weekdays before 6:00 pm, if by phone;
 - c) Prepare for meetings by reviewing agendas and supporting documents, and writing down questions and comments;

- d) Remain present and alert during meetings;
- e) Notify staff and colleagues of any upcoming tardies and absences at least 72 hours in advance;
- f) Maintain regular communication with their appointing officials' offices;
- g) Request the support needed from staff to achieve both policy and personal goals;

D. Office Resources

1. The Youth Commission Office, room 345 of City Hall, shall be open, in general, from 10:00am to 6:00pm 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.
2. 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.
3. For purposes of safety, Commissioners may only use the office if a staff person is present.

IX. Legislation

A. Types of Legislation & Tracking System

1. The Commission shall have three types of legislation: Reports to the Board and Mayor; Action Legislation, which includes Resolutions and Motions); and Resolutions of Commendation.
2. The Commission shall maintain the following format for tracking its legislative work: each document will begin with a shorthand for the current fiscal year (i.e., "1920"), 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)

1. 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.
2. Except for extraordinary situations, Reports to the Board shall only be considered once by the Commission before being adopted.

C. Action Legislation (AL)

1. 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
 - a) Resolutions - 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.
 - b) Motions - Motions shall consist of endorsements, policy reports, or statements.
 - c) Resolutions and Motions shall have their individual tracking systems.
 - d)
- 2.

D. Resolutions of Commendation (RC)

1. Resolutions of Commendation officially recognize the work of an individual, organization, or organized effort.
2. Following the passage of a Resolution of Commendation, any Commissioner may request staff to prepare a Certificate of Honor

for any person(s) and/or organizations honored in the resolution, to be signed by the Chair on behalf of the Commission.

3. 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

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.
2. 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.
3. 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.
4. 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.

X. Amendments to Bylaws

- A. The Commission can create, repeal, amend, or reword bylaws with a simple 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.

Amended 09/20/21

Month/Year		Item	Responsible Parties	Description	(Prep) Due Date
November 2023					
11/6/2023		Budget Training, City Structure and Power Mapping	Frances (D1 Legislative Aide), Staff - Joy	To provide training on what the City budget timeline is like, what are the different departments and offices, and who plays a part during the budget process. Invite returning Commissioners to share their experience to prepare the new Commissioners of the workload.	
11/13/2023		Resolution Writing and Research Training	Staff	In Committee	
		Chair letter to Commissioners	Chair		
December 2023					
		Draft email to send to list	Chair		Tue, Dec 5th, 2023
		Department and CBO Compilation	Staff & Chair	Compiling a list of youth-serving Departments and CBOs to ask them to present to the Youth Commission. Note: Departments will be more likely to present after they make their presentation to the B&A Committee.	Tue, Dec 5th, 2023
12/08/2023		Send emails to the list	Staff	CC other staff and Chair	Fri, Dec 8th, 2023
12/04/2023		Revisit City Charter and discuss basic needs of youth	Staff	To provide a training to prepare Commissioners of their outreach and research.	
Week of 12/4 - 12/8?		First Budget and Policy Priorities Town Hall	Youth Commission & Exec	This town hall will serve as a space for San Francisco youth to let the Youth Commission know what are priorities for youth in the City. This will be a way for Commissioners to use community feedback for their BPP decisions and research.	
January 2024					
Jan 13th, 2024		Winter Retreat Day 1 - Regular Training			
Jan 14th, 2024		Winter Retreat Day 2 - BPP Prep and Writing with Committees	Committees		
February 2024					
Feb 6th - 9th, 2024?		Second Budget and Policy Priorities Townhall	Youth Commission & Exec		
February 12th, 2024		Finalizing BPPs for first FYC reading	Committees		Thurs, Feb 15th, 2024 at 5:00 PM
February 20th, 2024		First reading for the BPPs at Full Youth Commission	Youth Commission		
February 26th, 2024		Last edits to the BPPs	Committees		Thurs, Feb 29th, 2024 at 5:00 PM
March 2024					
March 4th, 2024		Second reading for the BPPs at Full Youth Commission - Passage			
March 13th, 2024		Exec Committee Prep for presentation	Exec		
Week of March 18th / 24th		Presentation to the BOS Budget and Appropriations Committee	Chair, Vice Chair, LAOs		
April 2024					
May 2024					
June 2024					

Month/Year		Item	Responsible Parties	Description	(Prep) Due Date
Questions to Answer					
In Committees		how many BPPs from each committe?			
		how should the BPPs should be broken up to?	Should we do it in teams?		
		How many townhalls? - two is the goal, Feb is the more important one			
LAO Involvement					
		Keeping the Committees accountable	Keeping in conversation with the Chairs		



**City and County of San Francisco
YOUTH COMMISSION**

AGENDA

**Monday, November 6, 2023
5:00 pm**

**IN-PERSON MEETING
City Hall, Room 416
1 Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102**

**REMOTE ACCESS
WATCH:
Password: youth**

**Public Comment Call-In
[1 \(415\) 655-0001](tel:4156550001) / [Meeting ID: # #](#)
(press *3 to enter the speaker line)**

(There will be public comment taken on each item on this agenda.)

Youth Commission membership includes:

Ewan Barker Plummer (Chair, Mayoral), Gabbie Listana (Vice Chair, D6), Téa Lonné Amir (Comms & Outreach Officer, Mayoral), Kelly Wu (Comms & Outreach Officer, D3), Allister Adair (Legislative Affairs Officer, D2), Jason Fong (Legislative Affairs Officer, D7), Chloe Wong (D1), Linda Ye (D4), Helen Cisneros (D5), Galicia Stack Lozano (D8), Skylar Dang (D9), Adrianna Faagau-Noa (D10), Imaan Ansari (D11), Valentina Alioto-Pier (Mayoral), Isabella T. Perez (Mayoral), Aryelle Lampkins (Mayoral), Joselyn Marroquin (Mayoral).

- 1. Call to Order and Roll Call for Attendance**
- 2. Communications**
- 3. Approval of Agenda (Action Item)**
- 4. Approval of Minutes (Action Item)**
 - a. October 16, 2023 (Packet Materials)**



5. Public Comment on matters not on Today's Agenda (2 minutes per comment)

6. Legislation

- a. Resolution of Commendation - Recognition of 2023 Bay Area Youth Climate Summit Organizers
 - i. Presenter(s): Commissioners Lonné Amir, Barker Plummer

7. Presentations (discussion & possible action)

- a. Evolve California
 - i. Presenter: Gillian Garaci, Campaign Organizer, Intern Manager
- b. City Budget Timeline and Youth Commission Historical Involvement
 - i. Presenter: Frances Hsieh, District 1 Legislative Aide
- c. Self-Defence Event with SHARP
 - i. Presenter: Joy Zhan, Youth Development Specialists at SF Youth Commission

8. Legislation Referred (discussion & possible action)

- a. BOS File 231030 - [Hearing - Working Conditions for Women in the SFPD]
Hearing on the working conditions and accommodations for working women with children in the San Francisco Police Department (SFPD), including access to clean and adequate lactation resources and childcare; and requesting SFPD, Department of Human Resources, Department of Early Childhood, and Department on Status of Women to report.
 - i. Presenters: YC Staff
- b. BOS File 230446 - [Planning Code, Zoning Map - Housing Production] Ordinance amending the Planning Code to encourage housing production
 - i. Presenter: YC Staff

9. Training

- a. City Structure and Power Mapping Training
 - i. Presenter: Joy Zhan, Youth Development Specialist

10. Bylaws 1st Reading (discussion & possible action)

Presenter: YC Staff, Chair Barker Plummer, and Vice Chair Listana

11. Committee Reports (discussion item)

- a. Executive Committee
 - i. Legislative Affairs Officers
 - ii. Communication and Outreach Officers



- iii. General Committee Updates
 - 1. Youth Commission Attendance
- iv. Civic Engagement and Education Committee
- v. Housing, Recreation, and Transit Committee
- vi. Transformative Justice Committee

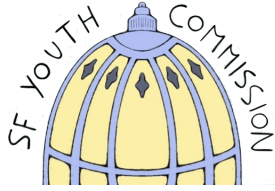
12. Staff Report (discussion item)

13. Announcements (this includes Community Events)

14. Adjournment

Any materials distributed to the members of the Youth Commission within 72 hours of the meeting or after the agenda packet has been delivered to the members are available for inspection—along with minutes of previous Youth Commission meetings and all supplementary information—at the Youth Commission office during regular office hours (10am to 6pm, Monday—Friday). The Youth Commission office is at:

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 Website: <http://www.sfgov.org/yc>

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code) Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE, please contact:

Sunshine Ordinance Task Force

City Hall, Room 244

1 Dr. Carlton B. Goodlett Place

San Francisco, CA 94102-4689

Phone: (415) 554-7724, Fax: (415) 554-5784

Email: sotf@sfgov.org

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Ordinance Task Force, at the San Francisco Public Library, and on the City's website at <http://www.sfgov.org>.

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The ringing and use of cell phones, pagers, and similar sound-producing electronic devices are prohibited at this meeting. The Chair may order the removal from the meeting room of any person responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic device.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals.

To obtain a disability-related modification or accommodation, including auxiliary aids or services to participate in the meeting, please contact the Youth Commission [phone: 415-554-6464 email: youthcom@sfgov.org] at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00 p.m. the previous Friday. Full Commission Meetings are held in Room 416 at City Hall, 1 Dr. Carlton B. Goodlett Place in San Francisco. City Hall is accessible to persons using wheelchairs and other assistive mobility devices. Ramps are available at the Grove, Van Ness and McAllister entrances.

LANGUAGE INTERPRETERS: Requests must be received at least 48 hours in advance of the meeting to help ensure availability. Contact bos@sfgov.org or call (415) 554-5184.

AVISO EN ESPAÑOL: La solicitud para un traductor debe recibirse antes de mediodía de el viernes anterior a la reunion. Llame bos@sfgov.org or (415) 554-5184.

Paunawa: Ang mga kahilingan ay kailangang matanggap sa loob ng 48 oras bago mag miting upang matiyak na matutugunan ang mga hiling. Mangyaring tumawag ka sa (415) 554-5184.

翻譯必須在會議前最少四十八小時提出要求請電 (415) 554-7719.