



**San Francisco Youth Commission
Minutes – Draft
Monday, July 18, 2022
5:00pm-8:00pm**

Held via Videoconference
(remote public access provided via teleconference)

Members: Jayden Tanaka, Valentina Alioto-Pier, Raven Shaw, Steven Hum, Ewan Barker-Plummer, Gabrielle Listana, Adrianna Zhang, Arsema Asfaw, Isaiah Catubig, Vanessa Pimentel, Amara Santos, Sahara Frett, Amadeos Oyagata, Jiajian Harry Xu, Emily Nguyen

Present: Jayden Tanaka, Valentina Alioto-Pier, Steven Hum, Ewan Barker-Plummer, Gabrielle Listana, Adrianna Zhang, Isaiah Catubig, Vanessa Pimentel, Amara Santos, Jiajian Harry Xu, Emily Nguyen, Amadeos Oyagata

Absent: Raven Shaw, Sahara Frett

The San Francisco Youth Commission met remotely in regular session through videoconferencing, and provided public comment through teleconferencing, on Monday, July 18, 2022, with Chair Adrianna Zhang presiding.

Chair Zhang calls the meeting order at 5:18 pm.

1. Call to Order and Roll Call for Attendance

On the call of the roll the below Commissioners were noted present.

Roll Call Attendance: 12 present, 2 not present, 0 tardy

Jayden Tanaka, present
Valentina Alioto-Pier, present
Jiajian Harry Xu, present
Arsema Asfaw, on-leave
Gabrielle Listana, present
Adrianna Zhang, present
Sahara Frett, not present
Amadeos Oyagata, present
Vanessa Pimentel, present
Emily Nguyen, present



Amara Santos, present
Raven Shaw, not present
Ewan Barker-Plummer, present
Isaiah Catubig, present
Steven Hum, present

A quorum of the Commission was present.

2. Communications

Joshua Rudy Ochoa , Community Engagement Specialist of the SFYC, shared communications, and meeting announcements with the Commissioners.

3. Approval of Agenda

Chair Zhang inquired whether any Commissioner had any changes to the July 18, 2022, Full Youth Commission agenda. There were no changes.

Public Comment: None

Commissioner Hum, seconded by Commissioner Nguyen, motioned to approve the July 18, 2022, Full Youth Commission Agenda. The motion carried by following roll call vote:

Roll Call Vote: 12 aye, 2 absent

Jayden Tanaka, aye
Valentina Alioto-Pier, aye
Jiajian Harry Xu, aye
Arsema Asfaw, absent
Gabrielle Listana, aye
Adrianna Zhang, aye
Sahara Frett, absent
Amadeos Oyagata, aye
Vanessa Pimentel, aye
Emily Nguyen, aye
Amara Santos, aye
Raven Shaw, absent
Ewan Barker Plummer, aye
Isaiah Catubig, aye
Steven Hum, aye



Action: Agenda Approved.

4. Approval of Minutes July 5th, 2022

Chair Zhang inquired whether any Commissioner had any changes to the July 5th, 2022, Full Youth Commission Minutes. There were no changes.

Public Comment: None

Commissioner Barker Plummer, seconded by Commissioner Hum, motioned to approve the July 5th, 2022 Full Youth Commission Minutes. The motion carried by following roll call vote:

Roll Call Vote: 12 aye, 2 absent

Jayden Tanaka, aye
Valentina Alioto-Pier, aye
Jiajian Harry Xu, aye
Arsema Asfaw, absent
Gabrielle Listana, aye
Adrianna Zhang, aye
Sahara Frett, absent
Amadeos Oyagata, aye
Vanessa Pimentel, aye
Emily Nguyen, aye
Amara Santos, aye
Raven Shaw, absent
Ewan Barker Plummer, aye
Isaiah Catubig, aye
Steven Hum, aye

Action: Minutes Approved.

5. Public Comment on Items not on Agenda

Public Comment: None

6. Resolution: Transgender and Gender Non-Binary Refuge - SB 107 (Second Reading and Action Item)



Authored by Commissioners Barker Plummer, Nguyen, Hum, Zhang, Shaw, Tanaka, Alioto-Pier. Commissioner Barker Plummer read the resolution.

No public comment.

Commissioner Barker plummer made some changes to include more statistics about transgender youth with the recommendation from Commissioner Santos.

Commissioner Santos, seconded by Commissioner Tanaka, motioned to approve Resolution: Transgender and Gender Non-binary Refuge - Senate Bill 107. The motion carried by following roll call vote:

Roll Call Vote: 12 aye, 2 absent

Jayden Tanaka, aye
Valentina Alioto-Pier, aye
Jiajian Harry Xu, aye
Arsema Asfaw, absent
Gabrielle Listana, aye
Adrianna Zhang, aye
Sahara Frett, absent
Amadeos Oyagata, aye
Vanessa Pimentel, aye
Emily Nguyen, aye
Amara Santos, aye
Raven Shaw, absent
Ewan Barker Plummer, aye
Isaiah Catubig, aye
Steven Hum, aye

Action: Motion Approved.

7. Presentation: Charter Amendment - Training (Discussion Item) Joy Zhan, Youth Development Specialist & Natalie Gee, Chief of Staff BOS President Shamann Walton (Discussion Item)

Chief of Staff to the Board of Supervisors President Shamann Walton, Natalie Gee, gave training about Charter Amendments.



Commissioner Nguyen asks about the specific amount of signatures needed for a citizens initiative for a charter amendment. Natalie Gee responded that the Department of Elections looks at the registered voter population.

Commissioner Barker Plummer asks about the difference between community of the whole and full board meeting. Natalie Gee explains that the committee of the whole has the opportunity for public comment on a specific item and certain legislation may not be directly sent to a BOS standing committee.

Chair Zhang asks if the Charter Amendment process is a specific process for the City and County of San Francisco. Natalie Gee confirms.

Public Comment: None

8. Presentation: SFMTA Geary Project (Discussion Item) Liz Brisson, Major Corridors Planner, SFMTA

Liz Brisson, Major Corridors Planner from San Francisco Municipal Transportation Authority presents on the Geary Project.

Commissioner Barker Plummer asks about moving the bus lanes from the interior to exterior and why the decision happened. Liz Brisson explained it was a decision made before her start in the project. The decision was to protect the bus from traffic in Geary.

Commissioner Nguyen asks about survey involvement and is surprised about the amount of involvement that the survey has gotten regarding the Geary Project.

Chair Zhang will there still be accommodations for carpool drop-offs for schools in the area. Liz Brisson explained that there will be no schools immediately affected by their entrances. They have been working with Presidio Middle School.

Public Comment: None

9. Resolution: Student Success Fund - Charter Amendment (First Reading and Action Item)

Authored by Commissioners Barker Plummer, Hum, Zhang, Alioto-Pier.



Commissioner Barker Plummer, Commissioner Hum, and Commissioner Alioto-Pier read the resolution.

Commissioner Santos motions to remove 'JROTC language' from resolution.

Chair Zhang seconds.

Discussion happens regarding the motion to amend.

Commissioner Santos motions to amend the amendment to include 'a diverse offering of leadership opportunities' that was proposed by Commissioner Nguyen to replace 'JROTC language' from the resolution.

Commissioner Oyagata seconds.

Roll Call Vote: 11 aye, 2 absent. 1 nay

Jayden Tanaka, aye
Valentina Alioto-Pier, aye
Jiajian Harry Xu, aye
Arsema Asfaw, absent
Gabrielle Listana, aye
Adrianna Zhang, aye
Sahara Frett, absent
Amadeos Oyagata, aye
Vanessa Pimentel, aye
Emily Nguyen, aye
Amara Santos, aye
Raven Shaw, absent
Ewan Barker Plummer, aye
Isaiah Catubig, aye
Steven Hum, nay

Action: Motion Approved.

Public Comment: None

Commissioner Barker Plummmer, seconded by Commissioner Catubig, motioned to approve Resolution: Student Success Fund - Charter Amendment with amendments. Amendments for the record: Striking the extra "Therefore be it resolved line," change the



Whereas clause to capitalize "Black and Brown," and changing the Whereas clause to "A diverse offering of leadership experiences" instead of "Junior ROTC".

The motion carried by following roll call vote:

Roll Call Vote: 12 aye, 2 absent.

Jayden Tanaka, aye
Valentina Alioto-Pier, aye
Jiajian Harry Xu, aye
Arsema Asfaw, absent
Gabrielle Listana, aye
Adrianna Zhang, aye
Sahara Frett, absent
Amadeos Oyagata, aye
Vanessa Pimentel, aye
Emily Nguyen, aye
Amara Santos, aye
Raven Shaw, absent
Ewan Barker Plummer, aye
Isaiah Catubig, aye
Steven Hum, aye

Action: Motion Approved.

Motion to take 5 mins break by Chair Zhang. Seconded by Commissioner Nguyen. Approved by consensus.

10. Legislation for Review and Recommendations - Resolution 220739 and Hearing 220782 (Acton Item)

Director Alondra Esquivel Garcia gives a presentation on Resolution 220739 and Hearing 220782.

Commissioner Nguyen acknowledges that they did a lot of research about the Vision Zero Reporting Protocol. A town hall would be important to engage the public.

Public Comment: None



Commissioner Barker Plummer, seconded by Commissioner Nguyen, motioned to support with positive recommendation Resolution 220739. The motion carried by following roll call vote:

Roll Call Vote: 12 aye, 2 absent

Jayden Tanaka, aye
Valentina Alioto-Pier, aye
Jiajian Harry Xu, aye
Arsema Asfaw, absent
Gabrielle Listana, aye
Adrianna Zhang, aye
Sahara Frett, absent
Amadeos Oyagata, aye
Vanessa Pimentel, aye
Emily Nguyen, aye
Amara Santos, aye
Raven Shaw, absent
Ewan Barker Plummer, aye
Isaiah Catubig, aye
Steven Hum, aye

Action: Motion Approved.

11. Legislation Updates - Grant Resolution 220609 and Hearing 220750 (Discussion Item)

Director Alondra Esquivel Garcia gives a presentation on Grant Resolution 220609 and Hearing 220750.

Public Comment: None

12. Committee Reports from the Executive Committee, including legislative affairs, community outreach, and general committee updates.

A. Executive Committee

a. Legislative Affairs



Commissioner Hum said there's been no youth-related legislation introduced at the last BOS meeting. Congratulations to overcoming this year in the Youth Commission.

b. Community Outreach

Commissioners Listana & Nguyen are thinking about tabling at Manny's Activism Event and Sunday Streets in August. Will be creating outreach materials for tabling.

c. General Committee Updates

Last meeting of the term. There is a working group for Bylaws.

Public Comment: None

13. Staff Reports

Alondra Esquivel Garcia, Director, shared how happy she is of the youth in the Youth Commission. Congratulations to those who aren't returning. Will send a going away gift to commissioners sometime soon.

Joshua Rudy Ochoa, CPS, also shared similar remarks to Director Esquivel. Spoke about the work he is doing and about the Bylaws working group.

Joy Zhan, YDS, shared similar remarks to Director Esquivel and spoke about the work they are doing.

Public Comment: None

14. Announcements, including Community Events.

Commissioner Nguyen took a picture for the YC instagram page.

15. Adjournment

There being no further business, the Youth Commission adjourned at 6:26pm.

San Francisco Youth Commission 2021-2022 Bylaws

Table of Contents

Article I	Name, Authorization & Purpose
Article II	Duties, Activities & Time Commitment
Article III	Membership & Meetings
Article IV	Attendance, Resignation & Leaves of Absence
Article V	Executive Committee Officer Positions
Article VI	Standing Issue-Based Committees
Article VII	Commission Core Values & Code of Conduct
Article VIII	Staff Role, Mission, Vision and Accountability, Expectations of Commissioners, & Use of Office Resources
Article IX	Legislation
Article X	Amendments to Bylaws

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** ~~As per the Commission Application for the 2021-2022 term, each~~ Commissioner shall devote at **least** ~~minimum~~ 15 hours per month to work on the Commission. Commission staff shall assist Commissioners in tracking and achieving their goals and commitments on the commission.
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 **2024** through July **2022**, 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 **2024** (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 Chairperson or a majority of the Commission have the power to call a special meeting of the Commission. In addition, the Executive Committee shall also have the power to call a special meeting of the Commission, if a minimum of three Executive Committee members vote to do so. For a special meeting, an agenda and 72 hours notice to the public must be provided, and all Meeting Procedures and Rules of Order below apply.

For the purposes of attendance (see Article IV, Section A, Attendance, below) all special meetings constitute a regular meeting.

D. Meeting Procedures and Rules of Order

The following rules hereby govern the Commission's quorum and voting procedure at Youth Commission meetings:

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 Chairperson shall have the power to determine the agenda of the upcoming Commission meeting.

Agendas shall be posted (on the Commission's website, in front of room 416, and sent to the San Francisco Public Library) no less than 72 hours before each meeting and draft minutes shall be posted no more than two business days after the conclusion of the meeting in question.

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; ~~arriving 15 minutes after quorum is called;~~ ~~leaving any time before a meeting is adjourned, without returning;~~ ~~leaving the Commission meeting room during a meeting for more than 15 minutes at any time.~~ ~~exiting a meeting~~
3. A Youth Commissioner arriving ~~after the roll call and late to a meeting, but arriving within 15 minutes of when~~ quorum is called, will be marked tardy. Every two tardies will be equated to one ~~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 least ~~72 hours in advance of the full Youth Commission meeting on the Wednesday before the week of the impending absence;~~ ~~and shall disclose to the Executive Committee and Staff a baseline excuse as to why said commissioner can't attend.~~ ~~72 hours in advance of the full Youth Commission meeting~~ At the beginning of each full commission meeting, during the call to order and roll call for attendance, the Chair may invite motions to authorize the absence of an absent commissioner who provided sufficient advance notice. The full Commission shall have the authority to authorize an upcoming absence by simple majority vote. The Commission shall not have the power to

authorize more than 3 absences per member per term. If an absence is not authorized by the Commission, that absence hereby counts as a “missed” meeting.

B. Parental Leave Policy

1. 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 written resignation form to be voted on by the full Commission at the next full Commission meeting. The Commissioner shall have an opportunity to account for their absences prior to the ~~commission’s~~ 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 Chairperson, one Vice Chairperson, two one Legislative Affairs Officers, two Communication and Outreach Outreach and Media Officers.

These officer positions are not purely celebratory. Being elected to them does not constitute any kind of victory-in-itself. Rather, the purpose of these positions is to aid aide in the work of the Commission—and not to advance the personal interests, positions and desires of the individuals elected to serve in these positions.

In other words: officers serve the entire Commission—and not the other way around.

B. Executive Officer Positions & Duties

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

2. The Vice Chair~~person~~ shall:

- a) If the Chair is not present, facilitate Commission meetings;
- b) Facilitate Executive Committee meetings;
- c) Review the agenda for each Commission meeting by meeting with staff and the Chair~~person~~;
- d) Coordinate Commission forums and Commission presentations at schools, City departments, community agencies, and events, ~~and~~ with the Communications & Outreach Officers;
- e) 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;
- f) 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;.
- g) 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 YC policies, in collaboration with YC staff.

3. The (2) Legislative Affairs Officers ~~Legislative Affairs Officer~~ shall:
 - a) Serve as the points of contact to receive, monitor, and report ~~person on receiving, monitoring, and reporting~~ 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~~ ~~will~~ be referred to the full Commission for comment and recommendation ~~and to~~ determine whether the legislation should be considered separately and beforehand by the appropriate Youth Commission committee;
 - d) Work with Youth Commission staff to ensure ~~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 ~~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 & Outreach ~~Outreach and Media 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 BOS hearings agendized 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 Chairperson, 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** ~~she or he~~ 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. ~~Names &~~ 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;
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 opt to join meetings of other standing issue-based committees.~~ **Commissioners may additionally can choose to be a non-voting member with speaking privileges of additional more than one issue-based committees;**
3. **At the beginning of each term, Commissioners shall choose which standing issue-based committee(s) they'd like to join for the year.**

Committee membership shall be presented for open enrollment and voted on by the second full Commission meeting of the term. Staff shall assist the newly-elected Executive Officers with the process of electing Commissioners to these committees.

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 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 Chairperson and Vice Chair at their first official meeting, by any procedure the committee members deem appropriate.
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 ~~Executive Committee of the~~ 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 Employment Committee and the City's Youth 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 Chairperson 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 Youth Council, a committee of the Workforce Investment San Francisco Board, shall be determined by the votes and positions taken by the standing issue-based committee tasked with working on youth employment issues.
3. The Youth Commission's participation in the City's Juvenile Justice Coordinating Council, a state-mandated local body, shall be determined by the votes and positions taken by the Transformative Justice Committee.

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 will 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 and in internal communications.
 - 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 ask 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 will at all times 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.
2. Each commissioner shall provide the entire commission their undivided attention by distancing themselves from cellular devices. Distancing yourself from cellular devices can include: putting it in your backpack, giving the phone to staff, or doing whatever it takes to keep your attention

on the Youth Commission meeting at hand. Those with special accommodations or needs will use their best judgment judgement on cell phone usage during a meeting.

3. This recognizes that cell phones are tools used to communicate/coordinate with parents, mentors, organizations not relating to the YC, friends, other commitments, etc., however, commissioners shall not use their cellular devices when sitting in their official roles. If a commissioner must respond to a message/phone call the commissioner shall step away from their duties, whether it be outside or to the side of the Youth Commission body, tend to their emergency, and after taking care of their emergency the commissioner shall put their phone away and return to their official role. Please refer back to Article IV about how long you can step away from a meeting without it affecting your attendance.
4. This serves to 1. Reinforce Youth Commission core values, to remind commissioners to carry business in a professional, “respectful, inclusive and honest” manner (refer back to Article VII Section A) 2. Supplement a supportive and efficient business climate, and 3. Comply with San Francisco’s Charter Section. 4.124 Youth Commission – Purpose and Duties “the purpose of the Commission is to collect all information relevant to advising the Board of Supervisors and Mayor on the effects of legislative policies, needs, assessments, priorities, programs, and budgets concerning the children and youth of San Francisco” and therefore the Youth Commission shall dedicate a specific amount of time to fulfill Commissioner duties.

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; and
 - b) In the presence and active roles of young people in government—locally and beyond; and
 - 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; and
 - 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; and
 - c) Collaborate with community members, organizations, and schools; and
 - a) Ensure that Commissioners establish working relationships with their appointing officers and their staff, whether that be the Mayor or their District Supervisor; and

- d) 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; and
 - 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 in advance (by the Wednesday before the week of the absence);
- 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 ~~9am~~ 10am to 6pm on regular City & County of San Francisco work days. Staff reserves the right to close the office for an hour at lunch, for off-site meetings, and to modify this schedule based on other hours worked by staff.
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; 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 2019-2020 fiscal year (i.e., "1"), followed by a dash (i.e., "—") followed by the acronym for the three types of legislation (i.e. 1920—RBM), followed by the number that the document is in the line of introduced legislation for that fiscal year (e.g., if the document is the fourth piece of legislation of that type introduced this year, then "4") followed by another dash (i.e., "—") and the shortened title of the legislation.

B. Reports to the Board and Mayor (RBM)

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 resolutions, motions, endorsements, policy reports or statements.
2. Resolutions shall normally be considered twice by the full Commission before being adopted. In extraordinary situations, the Commission may by simple majority vote motion to suspend this rule and take action on a resolution on its first reading.

D. Resolutions of Commendation (RC)

1. Resolutions of Commendation officially recognize the work of an individual, organization or an organized effort.
2. 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 initiative** 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