

BYLAWS
County of Santa Clara Youth Task Force

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Articles

I. Preamble

In order to construct a more formal venue to voice the concerns of the youth of Santa Clara County, the Board of Supervisors of the County of Santa Clara has established the Youth Task Force. As a representative body of County youth, the Youth Task Force aims to provide an opportunity for youth to have a formal role in local decision-making while assisting and advising the Board of Supervisors on matters pertaining to youth.

II. Name

The name of the representative body is the Santa Clara County Youth Task Force, hereinafter referred to as YTF.

III. Mission and Purpose

The mission of the YTF is to provide a voice for youth in the decisions and policies of government agencies and community organizations that affect the lives of young people.

The purposes which guide the direction of the YTF are to:

- A. Work in an advisory capacity to the Board of Supervisors and the Office of Children & Families Policy (OCFP) on matters pertaining to youth.
- B. Identify current and emerging issues that impact youth and propose actions that address those issues.
- C. Analyze policies and programs that impact children and youth in Santa Clara County.
- D. Provide informed advice to local policy-makers.
- E. Recommend positive policy changes that make Santa Clara County a better place for youth to grow up.
- F. Serve as a voice for youth of Santa Clara County, but also strive to bring the voices of all community youth to the table through collecting data on youth issues and opinions.
- G. Bring youth and adults from the county together and improve youth adult partnerships through training, support and technical assistance.
- H. Support community service activities throughout the county.
- I. Collaborate with other youth commissions and advisory bodies in Santa Clara County to propose recommendation across various policy issues impacting youth.
- J. Incorporate the values of diversity, equity, and inclusion in all decision-making.

IV. YTF Workplan

The YTF shall develop and approve an annual workplan by October of each year. The YTF workplan must include the YTF's objectives, planned actions, and policy areas of focus, as well as timeframes for planning and completion of tasks where applicable. The YTF will collaborate with and incorporate input from OCFP in its annual workplan.

V. Membership

The YTF is composed of sixteen (16) members. Each member of the Board of Supervisors shall appoint two members from their district. The remaining six members shall be appointed by the Board from throughout the County on a rotating basis. Any resident of Santa Clara County who will be in grades 8 through 12 during the next YTF term following their appointment will be eligible for membership. Youth who are interested in serving on the YTF may submit an application to the Chief Children's Officer of the OCFP from March 1st to April 30th. The application and selection process will be implemented in partnership between OCFP and the Board of Supervisors offices.

A resignation of a member shall be in writing, and filed with the Clerk of the Board of Supervisors, with a copy sent to the Co-Chairpersons of the YTF and the staff member from OCFP designated to provide policy support to the YTF ("OCFP Staff Liaison").

VI. Term of Office

Each YTF member shall serve a term of two years, except that a member who is in or entering grade 12 at the time of their appointment shall serve a term of one year. A YTF member may serve up to three consecutive terms. A YTF term will start in August and end in June. If a vacancy occurs mid-term, the appointing Supervisor may appoint a new member for the duration of the term. OCFP and the appointing Board of Supervisors office will partner to establish an application process and application for an appointment to fill a vacancy as needed.

VII. Officers

Two Co-Chairpersons, a Treasurer, a Legislative Affairs Officer, and a Public Relations Officer will be elected annually by a majority vote of the YTF at a YTF meeting in September where a quorum is present. If there is no meeting in September for which quorum is present, the YTF may elect these officers by a majority vote of the YTF at the first YTF meeting after September for which a quorum of the YTF is present.

When the office of Chairperson, Treasurer, Legislative Affairs Officer, or Public Relations Officer becomes vacant during the term of such office, the YTF shall elect a successor from its membership at the earliest meeting at which such election would be practicable, and such election shall be for the unexpired term of such office.

1. Co-Chairs
 - a. Chair bi-monthly meetings
 - b. Follow up with Commissioners on task assignments
 - c. Check in with OCFP Staff Liaison for planning purposes
 - d. Set direction for YTF policy initiatives and community service projects
 - e. Be the main spokespersons for YTF at public meetings and events
2. Treasurer
 - a. Oversee YTF annual budget allocation
 - b. Recover and maintain expense and reimbursement reports
 - c. Work with OCFP Staff Liaison to submit reimbursement requests to the Clerk of the Board
 - d. Provide finance updates to YTF on a monthly basis
3. Legislative Affairs Officer
 - a. Report to the YTF about items on the Board of Supervisors' Agenda and Policy Committees on issues relevant to the commission
 - b. Oversee dissemination of information pertaining to various policy committees as pertinent to YTF interests
 - c. Head the efforts to create bi-annual YTF Policy Memos
4. Public Relations Officer
 - a. Participate in training by the County on the use of government social media platforms
 - b. Manage the YTF-SCC website and social media platforms after completing training by the County regarding the use of governmental social media platforms

- c. Update YTF communications to the public as needed
- d. Provide marketing support and materials for community service events
- e. Document YTF meetings and community service events

VIII. Meetings and Procedure

The YTF shall hold regular meetings once every other month.

Meetings of the YTF shall be properly noticed and open to the public in accordance with the Ralph M. Brown Act (“Brown Act”) (Gov. Code section 54950 et seq.) and the County’s Open Government Ordinance (Division A17).

Pursuant to County Ordinance Code section A17-4 and Board of Supervisors Policy 3.2, the YTF shall conduct all meetings at the County Government Center unless it is unavailable or infeasible to do so or the Board of Supervisors approves a change in the meeting location, in which case the meetings shall be held at another County facility with ease of public access.

The Co-Chairpersons may call special meetings, provided that at least three days’ notice is given to all YTF members. Special meetings must be noticed in compliance with the Brown Act.

At its August meeting, the YTF shall approve its calendar of regularly scheduled meetings through August of the next year.

Except as otherwise provided by these bylaws, the Commission will follow the latest edition of Robert’s Rules of Order for the orderly conduct of meetings.

In compliance with Government Code section 54953(c)(2) of the Brown Act, the YTF shall publicly report any action taken and the vote or abstention, as well as recusal, on that action of each member present for the action. Items cannot be approved on consensus.

Co-Chairpersons will meet with the OCFP Staff Liaison at least ten days before each regularly scheduled YTF meeting to:

- 1. Update/follow up on action items
- 2. Confirm the agenda for the next meeting
- 3. Receive any new information from the OCFP Staff Liaison

IX. Quorum

A quorum is required to initiate the transaction of business at any regular or special meeting of the YTF. In compliance with Charter Section 506, a quorum is a majority (9 of 16) of the entire YTF membership seats, whether filled or vacant.

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X. Voting

Voting authority is extended to sixteen (16) members. A motion passes only when a quorum of the membership seats (i.e., a majority of the entire Commission membership seats, not just those members present or those seats that are filled) votes in support of the motion.

No member shall be permitted to vote upon an item unless present (including teleconference if noticed appropriately) for the meeting.

In compliance with Government Code section 54953(c)(2) of the Brown Act, the YTF shall publicly report any action taken and the vote or abstention on that action of each member present for the action. Items cannot be approved on consensus.

Conflict of Interest:

Members whose vote on a YTF matter could have a direct financial influence, whether for gain or for loss, on themselves, their employer or their family, are seen as having a potential conflict of interest, shall declare such a potential conflict prior to the vote, and shall (1) publicly recuse themselves and announce the source of the conflict of interest, (2) leave the room during any discussion or deliberations on the matter in question, and (3) not participate in the decision or be counted for purposes of a quorum.

XI. Attendance, Tardies, Leaves of Absence

Attendance:

The YTF requires the full commitment and involvement of each member to succeed. In order to ensure success, no member may miss more than two (2) meetings of the YTF during a six-month period.

To honor and respect the time and commitment of all YTF members, members who must miss a commission meeting or standing committee meeting need to inform the OCFP Staff Liaison, Clerk of the Board, and Co-Chairpersons of their absence no less than 48 hours before the scheduled meeting. Any member who misses a YTF meeting must contact the OCFP Staff Liaison and/or Co-Chairpersons to be updated on the current state of YTF affairs. The full YTF shall consider the continued membership of any members who have missed three (3) commission meetings in any 6-month period at the next YTF meeting; the Co-Chairpersons may notify the appointing authority of a member's failure to attend, which may result in removal of the member from the YTF.

XII. Participation Standards

It is expected that all YTF will engage fully with YTF activities and should expect to commit approximately 4-6 hours, including work outside of meetings and YTF events, per month to their participation. YTF members must also participate in an annual retreat of the YTF.

YTF members should strive to:

- Contribute ideas
- Listen to others
- Respect all members
- Complete all action items in a timely manner
- Uphold the norms (rules of conduct) approved by the YTF each year.

XIII. Provision of YTF Input to the Board of Supervisors

Agendas for the monthly YTF meetings will include review of topics that will be discussed at the Board of Supervisors meeting the following month by the Legislative Affairs Officer. To provide input on specific agenda items, the YTF must vote on the item and then submit in writing or designate a representative to speak at a Board of Supervisors meeting. Only items receiving majority vote from the YTF may be presented to the Board of Supervisors as a YTF position. A majority is defined as a majority of the entire Commission membership seats, not just those members present or those seats that are filled.

Individual YTF members may also speak at Board of Supervisors meetings, but must be clear in their presentation that they are only representing their own point of view and not the view of the YTF.

The YTF shall also collaborate with OCFP to provide input on OCFP items brought before the Board of Supervisors and the subcommittees of the Board of Supervisors. If a formal YTF position will be incorporated into an OCFP legislative file, the YTF must approve the formal position by a majority vote.

XIV. Committees

The YTF may establish standing and ad hoc committees, as prescribed in these bylaws and the County of Santa Clara Boards and Commissions Handbook, to assist in furthering the purposes of the Commission. The YTF may have no more than one (1) standing committee and three (3) ad hoc committees at any one time.

Any committee will have the duties provided by its mandate, but will not have the power to exercise the authority of the YTF or to bind the YTF. Committees report their recommendations to the full YTF for consideration.

Committees may be composed of members from the YTF as well as individuals not on the YTF. However, a committee may not include a quorum of the entire YTF membership.

In creating any committee, the YTF will:

1. Define the purpose and scope of the committee's charge;
2. Identify if the committee will have an ongoing role in a particular subject area/issue or if the committee is being created for a limited duration to address a single issue/purpose;
3. Only set a meeting schedule if the committee is to be subject to the Brown Act;

4. Define the membership of the committee;
5. Document the creation of the committee in the YTF's minutes;
6. If the committee is subject to the Brown Act, immediately notify the Clerk of the Board's Records Unit; and
7. If the committee is to be a standing committee, update the bylaws for approval by the Board of Supervisors.

A. Creation of Standing Committees

A standing committee has a continuing subject matter it oversees or a meeting schedule fixed by formal action.

A standing committee may be created following majority approval of the YTF and designation in the YTF's bylaws, approved by the Board of Supervisors. A majority is defined as a majority of the entire YTF membership seats, not just those members present or those seats that are filled.

The Co-Chairpersons of the YTF shall appoint a chair to the standing committee subject to confirmation by the YTF. The YTF shall approve appointments to the committee.

All standing committees are subject to the Brown Act and must be properly noticed, open to the public, and have a quorum of the committee membership present to transact business. Each standing committee is required to prepare an agenda for each meeting and ensure the agenda is properly posted. Minutes (in summary form) of each committee meeting shall be prepared and shall include a record of attendance of the members and the vote taken on each matter. Copies of the minutes shall be submitted to the next meeting of the committee for approval.

B. Standing Committees of the YTF

The YTF has no standing committees.

C. Creation of Ad Hoc Committees

An ad hoc committee may be established by the YTF, as the need arises, to carry out a specific task for a limited duration.

An ad hoc committee may be created following majority approval of the YTF. A majority is defined as a majority of the entire YTF membership seats, not just those members present or those seats that are filled.

The Co-Chairpersons of the YTF shall appoint a chair to each ad hoc committee subject to confirmation by the YTF. The Commission shall approve appointments to the committee.

If an ad hoc committee includes as a member one or more individuals who is not a member of the YTF, the ad hoc committee is subject to the Brown Act. For ad hoc committees

subject to the Brown Act, meetings must be properly noticed, open to the public, and have a quorum of the committee membership present to transact business. Each ad hoc committee that is subject to the Brown Act is required to prepare an agenda for each meeting and ensure the agenda is properly posted. Minutes (in summary form) of each committee meeting shall be prepared and shall include a record of attendance of the members and the vote taken on each matter. Copies of the minutes shall be submitted to the next meeting of the committee for approval.

D. Disbanding Ad Hoc Committees

The YTF shall agendize the disbanding of an ad hoc committee when the committee's specific task is completed. The disbanding of the ad hoc committee shall be noted in the YTF's meeting minutes.

XV. Assistance of Staff

The OCFP Staff Liaison shall provide the YTF with such information and staff assistance as the YTF may from time to time request, subject to the limitations imposed by the Board of Supervisors or the County Executive's Office. The Clerk of the Board will provide clerking and logistical support for YTF meetings, but does not provide support for standing or ad hoc committees. A staff member from the Clerk of the Board and OCFP shall attend meetings of the YTF.

XVI. Amendments

These bylaws and operating procedures may be amended by majority vote of those voting at any YTF meeting with a quorum of members present. A recommendation to amend the bylaws shall be approved as to form and legality by County Counsel and transmitted to the Board of Supervisors for final approval.

Approved as to form and legality:



MARCELO QUIÑONES
Lead Deputy County Counsel

APPROVED BY YTF on February 29, 2012.
AMENDED & APPROVED by YTF on June 18, 2013
AMENDED & APPROVED by YTF on January 15, 2014
AMENDED & APPROVED by YTF on November 9, 2016
AMENDED & APPROVED by YTF on October 24, 2017
AMENDED & APPROVED by YTF on December 13, 2022

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