City of Pacifica
Youth Advisory Board
By-Laws

MEMBERSHIP

- Any Pacifica resident entering grades 9-12 in the fall is eligible for membership on the Pacifica Youth Advisory Board (YAB).
- The selection of the committee members shall be made according to the following guidelines:
    - Selection shall be made in a fair and impartial manner.
    - Reasonable effort shall be made to assure that nominees are representative of the Pacifica teen population.
    - All applicants must submit applications to the City of Pacifica Parks, Beaches & Recreation Department to be reviewed. The most qualified applicants will be interviewed by current YAB Advisors and any other persons deemed necessary.
- Membership recruitment for the YAB is between January and May each year.
- Maximum number of members that can be appointed to serve on the YAB is 15.
- Teens not selected for the YAB through the evaluation process may serve as a Member at Large, if appointed by the YAB Advisors.
    - A Member at Large can attend meetings, give feedback and volunteer at events, but are not a voting member.
    - Members at Large will serve as alternates to the YAB and will be eligible to fill a vacant position if a YAB member resigns or is removed from the committee.
- Employees of the City are eligible to participate as a YAB member if they:
    - Meet all other requirements;
    - Attend YAB events as a YAB member, not as an employee;
    - Do not record YAB hours on their timecard as hours worked; and
    - Meet the YAB attendance requirements, without conflicting with their work schedule
    - Attend at least three of the following events as a YAB and not a City employee: Dance, Parent's Night Out, and Special Event.

RESPONSIBILITIES

- Create, plan, attend and execute YAB events scheduled throughout the year;
- Solicit feedback from peers in order to advise City staff on the changing needs and interests of teens as it relates to current and potential programming;
- Participate in the development and promotion of YAB events including flyers, banners and social media such as Facebook, and Instagram.
- The YAB members are to serve on at least one (1) Event and one (1) Marketing Committee per year.

TERMS OF BOARD

- New appointments to the YAB shall be made in May of each year. A YAB term begins and ends the last meeting of May.
- The YAB terms are 2 years in length or 1 year (if member has joined as a senior).
- The YAB member must reapply at the end of each term.
- The YAB members are eligible for a maximum of 5 years.

MEETINGS

- The YAB shall meet twice monthly on average, unless otherwise instructed by the YAB Advisors.
- Meetings will be conducted on the 2nd and 4th Wednesday of the month. More meetings can be scheduled if needed, and meetings falling on Holidays/School Functions may be re-scheduled.
- The YAB President or the YAB Advisors may call special meetings with advanced notice.
- The YAB President and the YAB Advisors will meet approximately 4 business days prior to the YAB meeting to set agenda.

ATTENDANCE

- YAB Board Members must attend at least 80% of all scheduled YAB meetings and YAB Sponsored events.
- There are additional volunteer opportunities available during the school year outside of YAB Sponsored events. Board Members are required to volunteer at one additional recreation division event and one senior services division event.
- Strict attendance records will be kept. If attendance drops below 80%, the member will receive a warning. If attendance does not immediately improve, further action will be taken (refer to Terms of Removal Section).
- Members must attend 30 minutes of a YAB meeting for it to count as an attended meeting.
- Members must call or email the YAB Advisors at least 24 hours in advance of the scheduled meeting or event, if they will not be able to attend. YAB Advisors will decide if absence will be accepted as an approved excused absence.
- If the YAB Advisors are not contacted, the absence will be considered unexcused.
- Two unexcused absences (regardless of overall attendance percentage) will result in an attendance warning. Exceptions may be made for extenuating circumstances.
- Any member who does not maintain the minimum attendance requirements will lose their member in good standing status and must re-apply for membership the following school year.

TERMS OF REMOVAL

- Committee members will be removed for any of the following:
    - Vulgar language
    - Poor attitude
    - Disruptions
    - Posting inappropriate material, text, graphics, pictures, etc. to any of the YAB or personal Social Media platforms.
    - Violation of attendance policy
    - Other offenses YAB Advisors deem necessary for removal
- Offenders will receive a minimum of a warning from the YAB Advisors and/or up to termination of their term depending on the severity of the violation. The Violation will be reviewed by the YAB Advisors to determine the severity of the violation, and the appropriate action.
- If the behavior continues once a member has been warned, the Board shall make a recommendation on whether to allow the member's continuation on the Board by completing an evaluation. The YAB Advisors will make the final decision.
- Members of the YAB should bring any offense to the attention of the YAB Advisor. If the YAB President is informed of offenses, he/she must notify the YAB Advisors immediately.

ROLE OF THE YAB ADVISORS

- Serves as a link between the YAB and the Parks, Beaches, and Recreation (PB&R) Department, PB&R Commission and the City of Pacifica City Council.
- YAB Advisors are non-voting members of the Board, yet have final say in all YAB decisions.
- Ensures the efficient and responsible operation of the YAB and its members.
- Updates Board on current affairs, departmental issues and programs.
- Communicates with the YAB President prior to the YAB meetings to set the agenda for the upcoming meeting.
- Provides leadership and coaching to the YAB Officers during their Board meetings.

QUORUM

- A quorum is necessary for an official YAB meeting to be held.
- 2/3 of the YAB membership must be present to constitute a quorum.
- Decisions cannot be made if there is not a quorum.
- In the event that there is no quorum, any decisions that are made by those assembled shall be regarded as informal and non-binding.

SUB-COMMITTEES

- Sub-committees shall be formed as needed, to support coordination and promotion of the YAB events.
- Sub-committees may meet independently providing they regularly report to the YAB.
- Sub-committees shall be created for the following:
    - Fundraising
    - Marketing
    - Social Media
    - Events
- A sub-committee will vote on a chairperson, when necessary.
- Members may not chair multiple sub-committees simultaneously.

OFFICER ROLES AND RESPONSIBILITIES

- The YAB shall elect the following Officers from its membership: President, Vice-President, Secretary and Historian.
- The YAB President presides over all Board meetings. During these meetings, the YAB officers will:
    - Provide status updates on their roles/responsibilities;
    - Strategize for upcoming meetings and events; and
    - Receive leadership direction from the YAB Advisors

TERMS OF THE EXECUTIVE BOARD

- The term for each officer role on the Executive Board is one year.
- Any Board member may run for any officer position that they are eligible for at the beginning of the YAB year.
- Only YAB members in good standing shall be eligible for an officer appointment.
- Officers are expected to attend all meetings and events.
- If an Officer is unable to attend a meeting, the officer must find a current YAB member in good standing to attend the meeting in their place.
- The YAB President must be an upper classman (Junior/Senior) who has served at least one prior year on the Board.
- The Vice-President must have served previously on the YAB.
- The Secretary and Historian positions are open for any YAB member.

Approved by Amanda Kaesler, YAB President 2016/2017

Approved by Sara Olsen, YAB Vice-President 2016/2017

Approved by Daisy Paulsen, YAB Secretary 2016/2017

Approved by Ashley Macario, YAB Historian 2016/2017

Approved by Sara Nahass, YAB Advisor 2016/2017

Approved by Michael Moran, YAB Advisor 2016/2017 and Recreation Coordinator of Parks, Beaches and Recreation Department

Approved by Mike Perez, Director of Parks, Beaches, and Recreation Department

Adopted by Youth Advisory Board August 2016