

THE CITY OF



PLEASANTON

MEMORANDUM

Date: March 5, 2009
To: Youth Master Plan Implementation Committee
From: Maria Lara, Assistant to the City Manager
Subject: Final Operating Procedures

During the February 9, 2009, the YMPIC approved the proposed Operating Procedures contingent upon two revisions:

- Amend adult seat terms to 4 years, two-term maximum (8 years total)
- Expand the Young Adult Seat to allow middle and high schools students to apply with preference to a Young Adult.

Appended to this memorandum are the final YMPIC Operating Procedures with the requested revisions as approved by the YMPIC.

YMPIC Operating Procedures

I. Meeting Attendance

At the end of each six (6) month period, city staff shall report the attendance record and each member of the commission to the city manager, who shall transmit the record to the city council. The city manager shall notify, in writing any member who has been absent from one-third (1/3) or more of the regular meetings during the course of a six (6) month period and request members submit in writing to the city council the reasons for the absences. The city council shall determine if the member's reasons for the absences were justified. If the council determines that the reasons for the failure of the member to attend the meetings in question were not justified, the city council shall terminate the term of office of the member and declare the seat vacant. The city clerk shall notify the member that the term has been officially terminated.

II. Terms & Membership

Persons appointed to the commission shall continue to serve as members of the commission except when:

When no longer residing in Pleasanton

Upon graduation from high school

Upon graduating from middle school

When the City Council terminates their seat due to absences

When self initiated by the member

III. Term Limits

Middle school term limits shall be the length of the student's time in middle school. If the middle school student is transitioning to a Pleasanton High School, and a high school seat is vacant, the student may apply for a high school youth seat. Once serving in a high school youth seat, new term limits as described below are applicable. Students graduating from high school are eligible to apply for the Young Adult seat.

Adult committee members shall serve a term of four years (length of service begins September 2008 for existing members). High School committee members shall serve a term of two years. Recruitments for vacant seats shall be conducted every two years in concert with the city's commission recruitment process (or yearly in concert with the city's commission recruitment process when seats become vacant for unexpected circumstances). Terms are associated with each seat. Adult members ending a four year term may reapply and be reappointed to serve a total of two terms (eight years), members may also apply for a different seat after the two term maximum and if appointed, this initiates a new two term maximum. High School members may reapply and be appointed to serve a total of two terms (four years), members may also apply for a different seat after the two term maximum and if appointed, this initiates a new two term maximum.

Applicants shall be interviewed by an ad-hoc committee that will make appointment recommendations to the entire YMPIC, the PUSD Liaison Committee and City Council for ratification. The ad-hoc committee may recommend reappointment of an existing member who has served the maximum term when the member continues to be interested in holding the same seat and no applications are received for the seat.

The YMPIC Liaison Members are excepted from these term limits and instead are subject to the rules of the council, board or commission rules governing the group they represent.

IV. Chair and Vice-Chair Term Limits

The chair shall be held by an adult member and vice chair shall be held by a youth member. The role of the chair and vice chair shall be held by a YMPIC member for the duration of one year for each seat. Both may be reappointed for one additional year when nominated and ratified by YMPIC members. The chair and vice chair may serve in this capacity for a maximum term of two years.

V. Organization

Chair and Vice Chair Selection:

Chair and vice chair seats shall track with the school year (September to June). New chair and vice chair should be elected yearly in June and assume their seats in July. Incumbents must be able to serve their entire term without interruption.

The committee shall elect a chairperson and a vice chairperson by way of nomination and a majority vote.

VI. Chair and Vice Chair Duties and Responsibilities

The chairperson shall:

1. Preside at all meetings;
2. Recommend appointment of committee members to serve as needed on working groups or as YMPIC representatives to other groups with ratification from the YMPIC.
3. Call special meetings

The vice chair may preside over various agenda items to support the chairperson. During the absence of the chairperson, the vice chairperson shall preside for the duration of the meeting.

VII. Membership, Appointments and Committee Configuration

YMPIC Committee Seats shall be held in the following manner:

1. All members must be Pleasanton residents.
2. Nine (9) voting Student Youth Representatives may serve on the YMPIC. Student representatives may attend any Pleasanton Middle or High School. When vacancies occur, every effort to recruit applicants from a balanced cross section of each Pleasanton school shall be made.
3. One voting Young Adult Representative up to a maximum age of 22 and no longer in high school. One Middle or High School student may be appointed this seat in the event a young adult application is not received. Preference will be given to appoint a young adult. Any former youth member may be appointed to this seat and initiate a new term as noted in Section III, Term Limits.
4. Four voting Community Members representing the following groups:
 - a. Faith Community
 - b. Non Profit Agency

- c. Senior Citizen
 - d. Health and Crisis
5. Four voting Parent Members representing the following:
- a. Parent at large pre-school
 - b. Parent at large elementary school
 - c. Parent at large middle school
 - d. Parent at large high school
6. Eight voting Liaison Members (and two alternates) representing the following:
- a. Council Member
 - b. Alternate Council Member*
 - c. PUSD Board Member
 - d. Library Commission
 - e. Parks and Recreation Commission
 - f. Human Services Commission
 - g. Business Community
 - h. Civic Arts Commission
 - i. Youth Commission
 - j. Alternate Youth Commission*

*The alternate members shall vote and be considered for quorum purposes only in the absence of the primary member they represent (City Council and Youth Commission).

7. The City and Pleasanton Unified School District shall have the following non-voting staff representatives:
- a. City Manager's Office
 - b. Parks and Community Services
 - c. PUSD School District Pupil Services
 - d. Police Department

VIII. Meetings

Regular meetings shall be held on the second Monday of the month at a time and place set by the committee. Alternate meeting dates may be proposed by a majority of the committee when necessary. The committee shall meet September to June with the option to cancel summer meetings and any other meetings as necessary.

All meetings shall be open to the public and shall follow a prepared agenda. Minutes of all meetings shall be kept.

A quorum is necessary to transact any business. A quorum of the committee is based on the total voting seats. Fourteen (14) voting members must be present to constitute a quorum. In the event a quorum is not in attendance the meeting shall adjourn to a future date.

Notice of meetings shall comply in all respects with section 54950 et seq., of the Government Code, known commonly as the Ralph M. Brown Act.