

METROPOLITAN YOUTH COMMISSION

BOARD OF COMMISSIONERS

February 8, 1982

Jerry Blake ACTING CHAIR	School of Urban Affairs P.O. Box 751 - PSU Portland, OR 97207	229-4087 (w) 224-6023 (h)
Ron Reilly VICE CHAIR	3668 S.E. Cooper St. Portland, OR 97202	774-3209 (w) 774-1824 (h)
Mary Jubitz	7320 S.W. Laview Dr. Portland, OR 97219	246-6698 (h)
Pauline Anderson	Oregon Yacht Club No. 11 Portland, OR 97202	235-4072 (h)
Amy Carlsen (Lincoln H.S.)	211 S.W. Wright Portland, OR 97201	222-2004 (h)
Laura Ferguson (Franklin H.S.)	1925 S.E. 55th Ave. Portland, OR 97215	239-7119 (h)
Helen Hartness	1825 N.E. Clackamas St. Portland, OR 97232	281-2958 (h)
George T. Van Hoomissen (Jesuit H.S.)	2016 S.W. Jackson St. Portland, OR 97201	228-2202 (h)
Cal Williams SECRETARY	6124 N.E. 11th Avenue Portland, OR 97211	287-3483 (h)
Tom Nakata	UOHSC 3181 S.W. Sam Jackson Pk. Rd. Portland, OR 97201	225-8145 (w)

BY-LAWS

ARTICLE I NAME

This organization shall be called the METROPOLITAN YOUTH COMMISSION (MYC)

ARTICLE II PURPOSE

The purpose of this organization shall be youth advocacy through the provision of leadership and direction for the continued development and improvement of institutional programs, policies and laws affecting youth within the City of Portland, Oregon and in such nearby areas as may be appropriate, when such services are contracted by the responsible agency in such area.

Advocacy shall be accomplished through a variety of services and methods including, but not limited to: dissemination of information about youth services and youth needs; provision of assistance to community groups who work in behalf of youth; identification and analysis of critical issues facing youth; recommendation where needed of changes in goals, policies, practices in those institutions affecting youth and in existing laws; recommendation of new legislation; development of channels for youth involvement in the community and in government process; and serving as advisory to the City Council in areas of budget and program.

ARTICLE III ORGANIZATION

The Metropolitan Youth Commission shall be comprised of a Board of Commissioners who shall serve as directors; a Youth Advisory Council (YAC); and staff

ARTICLE IV BOARD OF COMMISSIONERS

Section 1. The board of commissioners shall number fifteen (15); twelve to be appointed by the Mayor and confirmed by the council; and three (3) youth members to be appointed by the Mayor upon recommendation of the executive committee of the board.

Section 2. The membership shall be composed of residents of the City at large who shall have demonstrated interest in advocacy for youth. The membership shall not include any elected official or employee of the City; any person or persons contracting with the City or working for a contractor of the City in youth services; or any person applying for a contract with the City in youth services.

Section 3. Commissioners shall serve terms of two years, based on the calendar dictated by the fiscal year ending on June 30. If any member resigns or is removed, the authority who appointed the commissioner shall appoint another to serve the balance of the unexpired term.

Section 4. Contracting with the MYC, regardless of the size of the contract, does not entitle the contractor to representation on the board.

Section 5. Commissioners' duties shall include:

1. attending regular and special meetings of the board.
2. notifying the staff or secretary if unable to attend a meeting.
3. serving on at least one (1) standing committee and attending all meetings of that committee.
4. serving on ad hoc committees.
5. representing the MYC in public, as necessary.

Section 6. Commissioners who miss more than three (3) meetings of the board or standing committees to which they have been assigned may be asked by the executive committee to resign their positions on the board of commissioners.

Section 7. The board shall elect officers coincident with the fiscal year. Those officers and their duties shall be:

1. a chairperson who shall call all meetings, conduct the business of all meetings, and supervise the director in behalf of the board as a whole.
2. a vice-chairperson who shall assume the duties of the chairperson when necessary.
3. a secretary who shall notify all commissioners of the meetings, keep attendance records, notify the chairperson when a member has missed three (3) meetings without giving prior notification, and shall keep the minutes of all the meetings of the board of directors.

Section 8. The executive committee shall meet to facilitate the business of the commission between regular meetings.

1. The executive committee shall consist of the chairperson, vice-chair-person, and secretary.
2. The executive committee shall act in the name of the commission when circumstances preclude a meeting of the entire commission.
3. The executive committee will meet with the director on the Monday of the week preceding the week of the regular monthly meeting of the Commission. Special meetings of the executive committee may be called by any member of the committee.
4. The executive committee shall set the agenda for the regular and special meetings of the commission.
5. The executive committee shall work with the director to prepare the budget for commission approval.
6. The executive committee shall be responsible for the review and possible termination of a member's appointment to the board of commissioners.
7. The executive committee shall respond to the YAC inquiries in writing.

ARTICLE V YOUTH ADVISORY COUNCIL (YAC)

Section 1. The Youth Advisory Council shall be composed of people between the ages of 13 and 20. They shall as nearly as possible represent all schools within the city which are attended by youth of those ages. Members of the Youth Advisory Council shall be appointed by the Mayor upon recommendation of the executive board.

Section 2. YAC shall draft its own by-laws which must be approved by the board of commissioners.

Section 3. The YAC shall submit a written report to the youth activities committee for approval and forwarding to the commissioners for approval of activities which require commission funds of excessive utilization of commission staff. If necessary, YAC may request reconsideration of their proposal by the board. Both YAC proposals and MYC responses shall be in writing and shall include rationale.

Section 4. The YAC is required to notify the board in writing before or immediately following any action or stand that is taken that does not require board approval. When YAC is not specifically endorsed by MYC, YAC must specifically and publicly make this fact clear.

ARTICLE VI CONDUCT OF BUSINESS

Section 1. The annual meeting of the MYC shall be held during the month of July.

Section 2. The regular meetings of the MYC shall be held at noon on the third Wednesday of each month.

Section 3. Special meetings of MYC may be called by the chairperson or acting chairperson, or by the director at the consent of the chairperson. Commissioners shall be given at least two (2) days notice of special meetings.

Section 4. Notice of regular meetings of MYC board shall be mailed or delivered to each commissioner not later than seven (7) days before the day appointed for the meeting.

Section 5. In order for the commission to take action or a position on a given issue, a majority vote of the appointed members is required. For the commission, a telephone poll may be used to ascertain the positions of members not at the meeting or in the event that a meeting cannot be held.

Section 6. The standing committees of the commission shall be: Legislation, Education, and Youth Activities. Standing committees shall be comprised of at least three (3) members of the board and shall be advised by at least one (1) member of the staff of this commission. The chairperson of each standing committee shall be a commissioner.

The Youth Activities committee shall include three (3) members of YAC, who are not MYC commission members, as regular members of the committee.

Standing committees shall meet at least once a month and shall submit written monthly reports of their activities to the chairperson of this commission before the monthly meeting of the executive committee. These reports shall include recommendations and rationale.

The chairpersons of standing committees shall be responsible for coordinating the activities of their committees, for submitting the monthly reports, for setting and leading meetings and for monitoring attendance and participation of standing committee members.

Standing committee members shall notify their chairperson if unable to attend meetings, and shall miss no more than three (3) meetings during one (1) fiscal year. Standing committee members who do not meet participation or attendance standards may be asked to resign their position on the board of commissioners.

Section 7. Special committees may be established on a temporary, single purpose basis by the chairperson of the commission.

Section 8. The meetings of this commission shall be governed by Robert's Rules of Order unless specifically otherwise designated by the members by a two-thirds vote.

ARTICLE VII STAFF

Section 1. The director is hired by the City Council and shall be supervised and evaluated by the executive committee of the board of commissioners. The director shall be directly responsible to the commission and ultimately responsible to the City Council.

Section 2. The director shall hire and evaluate all other staff and shall perform the duties as outlined in the attached job description.

ARTICLE VIII RELATIONSHIP OF THE COMMISSION TO THE CITY

Section 1. In all relationships with the City, primary liason of the MYC will be the Commissioner-in-charge.

Section 2. Close cooperation with the staff of the Commissioner-in-charge, the staff of the Human Resources Bureau, and the staff of all City agencies in regard to youth and youth issues will be maintained. Equally, every effort will be made to maintain the commission as a recognizable, independent advocacy agency on behalf of youth.

ARTICLE IX AMENDMENTS, REVISION, AND REPEAL

Amendments, revision, and repeal of these by-laws may be made by the board of commissioners by a two-thirds vote of the appointed commissioners at any annual, regular, or special meeting provided that the agenda of such meeting states that such amendment, revision, or repeal will be considered. Such amendments, revision, and repeal will take effect upon approval of the City Council.

MISSION STATEMENT

1. The Metropolitan Youth Commission shall:
 - A. promote and monitor implementation of the YOUTH POLICY;
 - B. continue to assume the leadership role in advocating for the provision of quality youth services in the City of Portland;
 - C. initiate and respond to policies that relate to the quality of life of young people in Portland;
 - D. conduct periodic surveys of the young people in the City. The information gathered will be:
 - 1) used to help the Youth Commission formulate its advocacy agenda;
 - 2) channeled to appropriate City agencies to aid in their program development;
 - 3) presented to City Council to assist them in their decision making.
 - E. promote youth participation through:
 - 1) membership on the Youth Commission Board;
 - 2) Youth Advisory Council, projects and activities;
 - 3) promotion of youth appointments to various committees and boards that deal with youth related matters and by assisting youth serving agencies in establishing Youth Advisory Councils.
 - F. insure that information on and accessibility of public and private youth services and facilities be made available to young people;
 - G. present an annual report to the City Council on the progress of the implementation of the YOUTH POLICY.

ORDINANCE NO. 152851

An Ordinance establishing the Metropolitan Youth Commission as a City Commission, effective March 1, 1982; and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds:

1. That the improved quality of life in the City depends largely upon educated and prepared young people.
2. That there is a need for improved services and communication between the schools, government, business and the community on behalf of the City's young people.
3. That there is very little representation of the perspective of young people on City Boards, Commissions and Advisory Committees in the planning and operations of the City.
4. That the growing multi-racial population of the City enables young people to be involved in culturally enriching activities which can lead to understanding and avoidance of racial tension.
5. That there is a very high unemployment rate among youth, especially minorities.
6. That the City lacks a central, coordinated information resource containing data on the availability and eligibility of services for youth.
7. That the number of services available to youth is decreasing.
8. That there is a need for a citizens commission to provide to provide the leadership for a concerted effort of City government, the private sector, youth and the community at large to advocate for the highest quality of services and opportunities for young people, which will enable them to become responsible citizens.
9. It is therefore appropriate that the Metropolitan Youth Commission be continued as a City Commission effective March 1, 1982, as set forth in Exhibit "A".
10. Funds are being transferred as part of the Second Quarter budget adjustment ordinance in the amount of \$17,267.

ORDINANCE No.

NOW, THEREFORE, the Council directs:

- a. That the Metropolitan Youth Commission hereby is established as a City Commission effective March 1, 1982.
- b. That the Mission Statement, the current membership of the Commission and the By-Laws are hereby accepted as set forth in Exhibit "A".

Section 2. The Council declares that an emergency exists because any delay in enactment of this Ordinance will not allow the Metropolitan Youth Commission, as a City agency, to coincide with the abolishing of the Metropolitan Youth Commission as a City/County agency; therefore, this Ordinance shall be in force and effect from and after passage by the Council.

Passed by the Council, FEB 18 1982
Commissioner Margaret Strachan

EH:jp

2/11/82

Attest:


Auditor of the City of Portland

THE COMMISSIONERS VOTED AS FOLLOWS:		
	Yeas	Nays
JORDAN	1	
LINDBERG		—
SCHWAB	1	
STRACHAN	1	
IVANCIE	1	

FOUR-FIFTHS CALENDAR	
JORDAN	
LINDBERG	
SCHWAB	
STRACHAN	
IVANCIE	

Sub. Calendar No. **402**

ORDINANCE No. 152851

Title

An Ordinance establishing the Metropolitan Youth Commission as a City Commission, effective March 1, 1982; and declaring an emergency.

FEB 17 1982
CONTINUED TO FEB 18 1982

Filed FEB 16 1982

GEORGE YERKOVICH
Auditor of the CITY OF PORTLAND

By *Gordon Crall*
Deputy

INTRODUCED BY	
<i>Commissioner Strachan</i>	
NOTED BY THE COMMISSIONER	
Affairs	
Finance and Administration	
Safety	
Utilities <i>M. Strachan /js</i>	
Works	
BUREAU APPROVAL	
Bureau: HUMAN RESOURCES BUREAU	
Prepared By: Alice Simpson	Date: 2/11/82
Budget Impact Review:	
<input type="checkbox"/> Completed <input type="checkbox"/> Not required	
Bureau Head: Erma Hepburn <i>E.H.</i>	
CALENDAR	
Consent	Regular <input checked="" type="checkbox"/>
NOTED BY	
City Attorney	
City Auditor	
City Engineer	