

# CITY OF CLOVIS YOUTH COMMISSION



Presented on

July 1, 2024

Clovis City Hall  
Council Chambers

## YOUTH COMMISSION BYLAWS

Attachment 1

## **Clovis Youth Commission Bylaws**

Voted on unanimously and approved by the City of Clovis Youth Commission on May 8, 2024

### **Establishment:**

The City of Clovis Youth Commission was established by the Clovis City Council by unanimous decision in October of 2023 for the purpose of engaging youth voices in the City of Clovis. The City Council desires to promote civic engagement among the youth of Clovis and to foster a sense of ownership and responsibility in shaping the City's future.

### **Duties and Responsibilities:**

The City of Clovis Youth Commissioners will hold office October – April each year, with Commissioners being selected in the summer and fall leading into the new school year.

The City of Clovis Youth Commission will be responsible for the following:

- Meeting monthly to set and accomplish goals outlined by the Youth Commission, Clovis City Council, and staff.
- Represent Clovis Youth at designated city events and activities.
- Plan and execute a project benefiting the youth of City of Clovis.
- Present to Clovis City Council annually.

### **Membership:**

To be eligible to apply for a seat on the Clovis Youth Commission, applicants must:

- Reside within the City of Clovis.
- Be in their Sophomore, Junior, or Senior year
  - Commissioners can serve up to 3 years.
- Apply, interview and be selected by a panel consisting of City staff and Youth Commissioners.
- The City of Clovis Youth Commission will consist of up to 21 members.

Application Process, terms:

- Applications will be accepted throughout the summer and close on a date determined by staff.
- Two step interview process, with a panel consisting of staff and Commissioners going into their Senior Year.
- Council approval will be required.
- A vacancy left by a Commissioner unable to fulfill their duties will be left open until the following year.
- A Commissioner who misses more than half of the monthly meetings and activities by December will be asked to forfeit their office.
- A leave of absence can be requested to staff due to circumstances outside the control of the Commissioner. Staff will make the final determination.

**Leadership Roles:**

At the beginning of each school year, Co-Chairs will be selected to lead the Commission. Sophomores and Juniors will be eligible for nomination and all Commissioners will vote.

**Meetings**

Commission meetings are subject to the Brown Act.

- Commission will meet once a month, date and time to be determined by staff.

**Annual Project**

City of Clovis Youth Commission will select, plan, and carry out a project benefiting the Youth of the City of Clovis. Projects may be assigned by Youth Commission, City Council, or Staff. A project will have a significant impact on services, facilities, or programs benefiting Clovis Youth.

**Annual Report to the City Council:**

Representatives from the Youth Commission will present to the Clovis City Council annually.