

City of Tacoma
Mayor's Youth Commission of Tacoma By-Laws

Article I. Objective

The purpose and directive of the Mayor's Youth Commission of Tacoma ("Commission") is to provide a platform for youth to engage their local government to change their communities by asking difficult questions, offering key perspectives, and suggesting policy changes.

Article II. Organization

2.1 The membership of the Commission shall be made up of all middle and high school students who have applied and have been placed on the roster by the staff liaison. All members are entitled to vote for leadership at annual election meeting. Students above high school age may participate but cannot hold elected positions.

2.2 The Commission shall elect a Chair and Vice Chair, and elect Chairs and Vice Chairs for each of the four standing committees which will serve as the Leadership Team. Leadership will be elected for one-year terms and will serve no more than two consecutive terms in a particular position. Elected positions shall require a majority vote of the members. Elections will be held each year in June with terms beginning July 1.

2.2.1 Each Chair of the Commission subcommittees may appoint an alternate to serve in their place if they are absent. These alternates only have the voting power of elected leadership when they are filling in for an absent Chair or Vice Chair. The term of office for alternates ends when the Chair that appointed them leaves office.

2.2.2 Should a member of the leadership team resign or be removed during their term of office, the Vice Chair will assume the duties and title of Chair for that committee/the Commission, and the appointed alternate will assume the role of Vice Chair. The committee Chair may then appoint a new alternate.

2.3 The Leadership Team may establish ad-hoc subcommittees and appoint chairs to lead these subcommittees. The Chair and Vice Chair shall be appointed by a majority vote of the leadership team. Ad-hoc committees shall expire after their report has been approved by the Leadership Team, or one year after the ad-hoc committee is established. Ad-hoc Chairs and Vice-Chairs do not have the voting powers of elected leadership.

2.4 Members of the Commission may be removed for misconduct. "Misconduct" includes, but is not limited to:

2.4.1 Disrespectful or disruptive behavior that makes members feel unsafe to attend or participate in meetings or events; or

2.4.2 Three consecutive unexcused absences from meetings in one year (July 1 – June 30).

2.5 Any member who has three consecutive absences within one year (July 1 – June 30) will be advised in writing of their attendance record and will be asked to become an active member or resign from the Commission. If the member does not resume attending meetings, the leadership team may vote to remove the member from the roster.

2.5.1 Members of the leadership team are expected to attend all leadership meetings unless excused. If a member of the leadership team cannot attend the meeting they are expected to send an alternate.

2.6 Removal of any member or members shall require a majority vote of the leadership team.

2.7 Members shall be removed from the regular roster when they advance beyond high school age and placed onto an alumni roster.

Article III. Meetings

3.1 The Commission shall hold General Assembly Meetings and Leadership Meetings at least eight (8) times at dates and times determined by the Commission. Special meetings may be called by a majority vote of the Leadership team. Meeting times and locations will be publically available on the Commission website.

3.2 A majority of elected members shall constitute a quorum. Motions must be approved by a majority of members present.

3.3 Leadership meetings are open to the public. Members may attend meetings telephonically, provided at least one member is physically at the advertised location of the meeting, and that the voices of all members may be heard at all times.

3.3.1 Agendas will be drafted by the Commission Chair and Vice Chair and approved at each meeting by the leadership.

3.4 Meetings may be electronically recorded. Detailed minutes for leadership meetings shall be kept, and shall be made available to the public in accordance with Washington's Public Records Act. A summary of each meeting will be sent to all members following the meeting.

3.5 The Commission may adopt procedures for conducting public testimony at scheduled meetings.

3.6 The Commission may adopt procedures for conducting public hearings.

3.7 General Assembly meetings are open to the public but will not be subject to quorum or open public meeting laws; detailed minutes will not be taken, though a summary shall be sent to all members.

3.7.1 Agendas will be drafted by the Commission Chair and Vice Chair and approved at the leadership meeting for the General Assembly.

Article IV. Reports and Opinions

- 4.1 The Commission may issue written reports or opinions. Minority reports and opinions are allowed.
- 4.2 The Chair shall assign a member to draft the majority report when one is determined necessary. Minority reports shall be drafted by the member/s requesting the minority report.
- 4.3 Copies of final reports and opinions shall be provided to the Mayor and City Council, City Manager, and Commission Members, others as necessary, and be publicly available.
- 4.4 An annual report regarding the work of the Mayor's Youth Commission of Tacoma will be submitted to the City Council by July 15th of each year.

Article V. Commission Resources

- 5.1 The Commission shall maintain an Instagram account under the handle @mayorsyouthcommission.
- 5.2 The Commission shall maintain a logo to identify themselves to the City, partner organizations, and the public.

5.2.1 The logo adopted as of October 9, 2019:



Article VI. By-Laws

- 6.1 These by-laws may be reviewed periodically, and a subcommittee may be formed for that purpose.
- 6.2 Any changes to the by-laws shall be voted upon at a leadership meeting subsequent to the meeting in which the changes are introduced.
- 6.2.1 The first adoption of these bylaws on November 13, 2019 shall be exempt from this requirement.

[Updated November 13, 2019]

