



CITY OF  
**Northglenn**  
YOUTH  
COMMISSION

## Rules of Agreement

Revised 9.5.2023

## **Mission Statement**

Our mission is to provide youth in and around the City of Northglenn with an opportunity to get and stay involved with their community. This provides a chance to have their ideas respected as if they were adults. We will help turn youth's ideas into actions and help make changes that will be beneficial to all. We will prioritize making lasting community relationships by organizing and conducting events in conjunction with other boards as well as our own. The youth are the future and we are here to help make the future successful.

## **Statement of Inclusivity**

The Northglenn Youth Commission supports inclusivity and celebrates diversity as a whole. We think that every young person should have an equal voice and opportunity to influence the future of our community, regardless of background, identity, or ability. All youth are encouraged to express themselves, learn from one another, and grow together in a safe, welcoming, and respectful environment, which is something we are dedicated to fostering.

## **Members, Meetings and Quorum**

### **Terms and General Meeting Information**

The Northglenn Youth Commission shall consist of fifteen (15) elected board members who have a one-year term, and any number of additional members and volunteers. Youth Commission members are expected to act in relation to the Northglenn City Council by adding input concerning youth, relaying information about its projects to the community, and encouraging active civic participation in youth through leading by example. The Northglenn Youth Commission is also expected to serve the Youth of Northglenn and any involved areas by advocating for youth in both working with the City Council and towards any issue risen, being involved in the creation and staffing of youth activities, and emphasizing charity work. A board member shall hold values of charity, engagement, and advocacy.

Meetings are held twice per month, on either the first and/or third Tuesday of every month. One meeting is set as a voting meeting, while the other is a working meeting. Meetings will be decided and posted through the City Clerk's office for public information at least 24 hours in advance of each meeting date. Meetings must make quorum (half plus one member) to make a decision or hold a meeting, with the exception of work meetings. Meetings must end at 9:00 p.m., if there is anything left on the agenda then it will be tabled until the next meeting. All meetings will abide by the basics of *Robert's Rules of Order*.

Youth Commission members may participate in a meeting by means of a video or telephonic device in accordance with the City Council's electronic meetings policy.

### **Absences and Vacancies**

Absences will be handled on an individual basis. Commitment was made to be on the Board of Directors, and therefore, requires some priority by its board members. Meeting through the summer is optional, however, once the Board of Directors makes a commitment to meet through the summer, all others must speak up if they are not able to do so at that time or their absences will count as unexcused. A board member with several unexcused absences will be addressed at a Youth Commission meeting and will be required to issue a statement regarding the absences.

Removal of Youth Commission board members will be done by a majority vote of the Board of Directors and is subject to approval from Staff or Council Liaison for final decisions. Board members may be removed per their own request, or for breaking the Rules of Agreement, or any other misconduct.

If a member is leaving on their own accord, a dated letter of resignation should be submitted to the board.

New appointments will be made as positions become available.

### **Process of Reappointment**

The City Clerk's office is to notify the Youth Commission when current board appointments expire. During this notification, an evaluation will be conducted by other members of the Board of Directors who have served a minimum of three months on the board, as well as the staff and Council liaisons, and board members will make a recommendation to City Council regarding the reappointment. The staff and council liaisons may also submit a recommendation to the City Council regarding reappointment.

### **Appointed and Elected Board Positions**

Board Members must either be a resident of the City of Northglenn, or attend an Adams 12 Five Star School District School. There is a one year term if appointed as a board member. First time applicants will need to complete the online application on [www.northglenn.org/nyc](http://www.northglenn.org/nyc). Selected applications will be asked to attend a formal meeting for an interview. Successful interviewees will be presented to City Council for official appointment to the Youth Commission Board. A returning board member can be reappointed by Council as long as they meet the criteria.

Elections of officer positions will be held one time per year, at the first meeting in May. If a position becomes available prior to that date, the board can appoint a member by majority vote until the next election.

### **General Membership**

General Youth Commission members attend meetings regularly, participate in discussions and provide input from a youth perspective to the voting board, and actively participate in projects and events. General members are not able to vote.

### **Youth Commission Volunteer**

Volunteers assist the Youth Commission with projects and events as they are able. They will be able to sign up to help day-of at an event or to help with a specific project. Volunteers are not eligible to vote.

## **Duties of Elected Board Positions**

### **President**

The President shall preside over each meeting. The President must sign documents pertaining to the Youth Commission such as minutes and any legal document to be recorded with the City Clerk's office. No documents are to be disbursed on behalf of the Youth Commission by the President unless the majority of the Commission is in approval, and it is reviewed by staff for legality. The President will allow some informal discussion time during the meeting to allow members of the public to participate in discussion.

### **Vice President**

The Vice President shall preside over the meetings in the exact same manner as the President, in the absence of the President.

### **Secretary**

The Secretary shall call all board members and remind them about the upcoming meeting one or two days before the meeting. The Secretary shall also record the minutes and document important information that occurs within the Youth Commission meetings and send a copy of the minutes to the appropriate party.

### **Alternate Secretary**

The Alternate Secretary shall act in the same manner as prescribed above in the absence of the Secretary.

### **Treasurer**

The Treasurer shall review the Youth Commission's financial documents and provide a report to the Board of Directors at each meeting if there is any activity within the report. Staff will provide the report to the Treasurer.

### **Public Relations and Communications Manager**

It is the duty of the Public Relations and Communications Manager to shape and maintain the public image, reputation, and communication strategies of the Commission. This includes upkeep of social media platforms, promoting Youth Commission events to the community, and relaying responses from the community to the Youth Commission.

## **Code of Conduct**

All Board Members, Members and Guests are expected to represent the Youth Commission and the City of Northglenn in a positive way. This includes, but is not limited to, conduct at meetings, volunteer work, trips, conferences, etc. Misconduct will be addressed by the Board Members, staff and council liaisons, and disciplinary action may be taken if it is deemed necessary. Disciplinary action may include not being able to participate in a Youth Commission sponsored activity or volunteer project, not attending future conference or training opportunities or dismissal from the board.

### **Attire**

Youth Commission members are expected to dress appropriately when making public appearances on the behalf of the City of Northglenn. When speaking before Council, or another board or commission, Youth Commission board members should wear "Business Casual" attire. When working on a volunteer project, touring, attending conferences, etc. appropriate attire includes a Youth Commission polo shirt, hoodie or t-shirt.

### **Mutual Respect**

The opinions of each and every board member and guest will be respected and discussed. Put downs or intimidating remarks will not be tolerated. To pass an action item, a majority of the board must vote in favor. Once a decision is made, the decision is final. An action item may only be revisited if a majority of the board votes in favor of re-opening the discussion.

# General Provisions and Amendments

## Reports to City Council

Reports to City Council are held quarterly and report updates for the following:

- Quarter 1: Annual Report
- Quarter 2: January – March
- Quarter 3: April – June
- Quarter 4: July – September

## Project and Membership Year

Projects take place in accordance with the calendar year and are revised in November.

Board membership takes place in accordance with the school calendar year (August – May) with summer months acting as a transition and training period for new appointments and elected members.

## Fiscal Year

The Youth Commission will make budgetary requests to City Council based on the existing request cycle. City Council's fiscal year is the same as the calendar year.

## Amendments

The Rules of Agreement will be reviewed by the Youth Commission Board at least every two (2) years. Any number of amendments or an entire revision of the Rules of Agreement may be submitted and voted upon at a single meeting of the board members. Amendments will be adopted upon receiving a half plus one affirmative vote.

Adopted by: Meera Bipin Date: 9-5-23

President, Northglenn Youth Commission

Accepted by: Suyash Shrestha Date: 9-5-23

Accepted by: Nazly Soufiani Date: 9-5-23

Accepted by: Akram Aleo Sandhu Date: 9/5/23

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

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Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Liaison: Wesley Riggle Date: 9/5/23

Council Liaison: \_\_\_\_\_ Date: \_\_\_\_\_