

ORDINANCE NO. 2290.1

AN ORDINANCE OF THE COUNCIL OF THE CITY OF CASA GRANDE, ARIZONA, AMENDING ORDINANCE 2290 TO MAKE CHANGES TO THE MEMBERSHIP AND OPERATIONS OF THE CASA GRANDE YOUTH COMMISSION; RATIFYING NEW BYLAWS FOR THAT COMMISSION; AND ESTABLISHING AN EFFECTIVE DATE THEREOF.

WHEREAS, in December 2004, the Mayor and Council of the City of Casa Grande created a Youth Commission to help educate youth in the community in the operation of City government and to give them a meaningful voice in that government; and

WHEREAS, the Casa Grande Youth Commission has continued to grow and evolve into one of the most influential and action commissions of this type in Arizona; and

WHEREAS, the Casa Grande Youth Commission has, as a result of its experiences, made recommendations to the City Council to change certain aspects of the Youth Commission in order to help make it even more viable and active in its role; and

WHEREAS, the Mayor and City Council remain committed to working with the youth of the community in a meaningful way to help address their concerns and needs and believe that the changes recommended by the Youth Commission will serve to further the purposes of that Commission;

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Casa Grande, Arizona, as follows:

Section 1: The Mayor and Council of the City of Casa Grande hereby amend Ordinance No. 2290, which created the Casa Grande Youth Commission as follows:

A. Paragraph 1 of Section 1, captioned "Creation of the Casa Grande Youth Commission," is hereby revised to read, in its entirety:

There is hereby created a Commission to be known as the Casa Grande Youth Commission, which shall consist of up to sixteen (16) members. The members will be Pinal County residents who are actively enrolled in a public or private school (including charter schools, virtual schools, and home schools) in grades eight through twelve (including up to two (2) members at-large from a lower or upper grade level of education). The members shall be selected in the manner and serve such terms as set forth in the Commission Bylaws, all subject to ratification by the City Council. Commission vacancies shall be published in public school newspapers and posted within the public schools and City Hall. The Mayor or his/her representative may attend meetings and, along with City staff, coordinate activities.

- B. Paragraph 4 of Section 1, captioned "Meetings; Records," is hereby amended to require only quarterly meetings of the Commission by replacing the word "month" with the term "calendar quarter."
- C. Paragraph 6 of Section 1, captioned "Duties and Responsibilities" is hereby amended by revising subparagraphs (B), (C), and (D) to read, in their entirety:
 - (B) Collect information from youth to discuss problems, needs, and suggested improvements for our community.
 - (C) Meet at least yearly with the Mayor and City Manager to share ideas and discuss issues, concerns, and needed improvements relating to youth issues in the community.
 - (D) Attend City Council meetings when requested by City Council and to participate in vision and goal setting planning relating to youth in the community.

Section 2: The Casa Grande Youth Commission Bylaws (2011), attached as Exhibit A, are hereby approved, adopted, and ratified by the Mayor and Council as the Bylaws for the Casa Grande Youth Commission. Future amendments to such Bylaws may be adopted by the Youth Commission and will be effective upon the ratification, by motion, of a majority of the Mayor and Council. All such Bylaws shall be filed with the office of the City Clerk.

Section 3: The terms of this Ordinance shall be effective as of May 3, 2011.

PASSED AND ADOPTED by the Mayor and Council of the City of Casa Grande, Arizona, this 28th day of March, 2011.

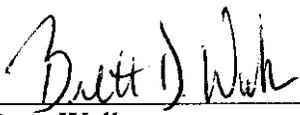


 Karl Montoya
 Mayor Pro Tempore

ATTEST:

 Gloria Leija, MMC
 City Clerk



APPROVED AS TO FORM:


 Brett Wallace
 City Attorney

Casa Grande Youth Commission

BYLAWS

Article I. Name

Section 1. Name

The name of this organization shall be the Casa Grande Youth Commission (hereafter referred to as the C.G.Y.C.)

Article II. Purpose of the Commission

Section 1. Vision Statement

This organization's vision is "Young, diverse leaders making a positive and reliable impact on our community."

Section 2. Mission Statement

This organization's mission is "Representing the youth of our city, making it a better place through our dedication, leadership and creativity."

Section 3. Duties and Responsibilities

The specific duties and responsibilities of the Commission shall include, but are not limited to the following:

- (A) Evaluate and review problems facing the youth of Casa Grande
- (B) Collect information from youth to discuss problems, needs and suggested improvements for our community
- (C) Meet at least yearly with the Mayor and City Manager to share ideas and discuss issues, concerns, and needed improvements relating to youth in the community.
- (D) Participate in vision and goal setting planning relating to youth in the community.
- (E) Present/Recommend improvements to the City Council and City Manager of public projects and programs relating to the youth in the community.
- (F) Assist in planning youth/recreation activities.
- (G) Advise the City Council and/or City Manager on issues forwarded to the C.G.Y.C. for evaluation and advice.

Article III. Membership

Section 1. Membership

The C.G.Y.C. shall seek in its membership a diverse representation reflecting our community. The members of the Commission will be residents who are actively enrolled in public, private and virtual schools (including charter and home schools) in grades eight through twelve, although no more than two members(s) may also be selected at large from a lower/or upper grade/education level. Members will be selected with sensitivity towards gender, race, grade, and geographical area represented. The C.G.Y.C. shall have no more than 16 members (excluding Ex-officio Members) at one time.

If at any time a member wishes to vacate their seat, they may do so at any regular meeting. The member wishing to resign must submit a letter of resignation in writing/typed to the President and/or an Advisor as well as find a replacement on the commission to take up any responsibilities held by the resigning member.

Section 2. Ex-Officio Members

Ex-officio members shall include:

- Mayor or his/her designee
- City Manager or his/her designee
- City Council Members
- Adult Advisor for the Commission

Section 3. Term Limits

Term limits will be limited to a one year term, with a yearly reapplication process and an evaluation of members by officers and Adult Advisors. Members may serve multiple terms as long as they meet the qualification of membership (Article III. Section 1)

Section 4. Attendance

After three (3) absences from any C.G.Y.C. Regular Meetings, the absentee will be reevaluated by the commission (at which time the absentee may choose to give a brief report to account for their absences), after which the commission will vote on whether the absentee will vacate his/her position. The process will be repeated for every absence thereafter.

48 hour prior notice to President, Vice President, and/or an Advisor must be made by phone call if any member will be absent from a Regular Meeting of the C.G.Y.C.

Article IV. Application Process

Members of the C.G.Y.C. shall be chosen by members of the Casa Grande City Council and the Casa Grande Youth Commission through an application process. Interested parties shall complete a two-page application form that shall be submitted to the Casa Grande Youth Commission for review. An interview committee composed of the elected officers and/or an advisor shall review the applications at which point the recommended applicants shall be reviewed by the C.G.Y.C. The C.G.Y.C. shall transmit a list to City Council containing the names of recommended applicants for selections that they have deemed eligible and qualified to become a member of the commission. City Council shall select commission members from the list of names transmitted by the commission. Selected members shall be ratified by the Mayor and City Council before beginning their term on the C.G.Y.C.

Article V. Officers

Section 1. Officer

The officers of the C.G.Y.C. shall be President, Vice-President, Secretary, Treasurer, and Public Relations/Historian. Officers shall serve one-year terms.

Section 2. Officer Duties

The duties of the officers shall be as follows:

1. President
 - a. The President will be charged with the administration of the affairs of the commission with assistance from the adult advisors.
 - b. The President shall preside over all meetings of the Commission.
 - c. The President shall appoint committees when necessary to research issues.
 - d. The President shall make annual reports to the City Council.
 - e. The President shall be the official representative of the Commission at public events.
2. Vice-President
 - a. The Vice-President shall assume the duties of the President during the President's absences.
 - b. The Vice-President shall assist the President in performing the President's duties when needed.
 - c. The Vice-President shall prepare an annual report with the assistance of the adult advisors and President summarizing the activities of the Commission.

3. Secretary
 - a. The Secretary shall record and maintain the minutes of all Commission meetings and file with the City Clerk copies of such minutes for distribution to the city council.
 - b. The Secretary shall be responsible for publishing meeting dates, time, and location and so on.
 - c. The Secretary shall maintain the record of Commissioners' meeting attendances.
 - d. The Secretary shall prepare and receive correspondence for the commission and maintain proper files.
 - e. The Secretary shall perform such other duties as ordinarily pertains to the office.
4. Treasurer
 - a. The Treasurer keeps record of receipts, expenses and other financial matters.
 - b. The Treasurer shall present a clear statement of the Commission's financial status at each regular meeting. A majority vote of the C.G.Y.C. is required for approval of all expenses and payments.
 - c. The Treasurer shall work with an adult advisor to obtain an annual audit of the Commission's finances.
5. Public Relations/Historian
 - a. The PR/H shall coordinate activities to keep the public aware of the activities and contributions of the Commission.
 - b. The PR/H shall maintain a "Scrapbook History" of the Commission.
 - c. The PR/H shall assist in the preparation and delivery of the Youth Commission report to the City Council.

Section 3. Election of Officers

The officers of the Commission shall be elected from among Commission members. Officer elections shall be held yearly at the first regular meeting after the annual ratification of Commission membership by the City Council. Officers shall serve for a term of one (1) year or until their successors have been duly elected. The officers of the Commission shall be elected by a majority vote of the voting members present. Prior to the election process, candidates will be permitted to deliver a two-minute oral description of how his/her election will enhance the work of the Commission.

Article VI. Meetings

The annual organization meeting of the Commission shall be held in August. An agenda of the annual meeting shall include reading the roll call, minutes of the previous meeting, officers' reports, and establish the timetable and schedule activities for the year. (Every even year the

agenda will also include reviewing and refreshing the By-Laws). All meetings shall be public and governed by the Open Meeting Law of the State of Arizona.

The Commission shall meet at least quarterly (Excluding July). An attempt shall be made to meet regularly at the same location. Assignments will be noted on each meeting agenda.

The President may call special meetings of the Commission with at least 48 hours advance written notice. The announcement shall state the subject matter to be considered at the meeting and only those subjects may be discussed at the meeting.

Article VII. General Rules

All meetings shall be conducted, as closely as possible, in accordance with Robert's Rule of Order. The presence of a majority of members shall constitute a quorum. A quorum is necessary to transact official business at any meetings.

All recommendations of the Commission to the City Council shall be in the form of a resolution duly adopted by a two-thirds majority of the voting members (Roll Call Vote) present at a properly called meeting. From time to time, the Commission may convey reports, data, findings, results, and studies and so on to the City Council without recommendations.

At the regular meeting in January, a committee composed of the officers and an advisor will conduct evaluations of the current commission members. This is a time at which the officers will review the members' presence and activeness on the Commission.

Article VIII. Role of the City Council

The City Council may communicate upcoming issues to the Commission, so the Commission may respond accordingly.

The City Council may assist in educating the Commission's members on how city government works.

The City Council may appoint one or more City Council Members as a liaison to the Commission.

The City Council may provide financial and staff support as feasible to assist the Commission in carrying out its work.

Article IX. By-Laws and Amendments

These By-laws may be amended at any regular meeting provided two-thirds of the members of the Commission approve the amendments in a Roll Call vote, providing further that the amendment is part of the agenda for the meeting and the membership has been notified in writing. By-laws and amendments must be ratified by the City Council in order to take effect.