

Multnomah Youth Commission

BYLAWS

As Amended, February 4, 2024

Multnomah Youth Commission BYLAWS

ARTICLE I: Name

- A. The name of the organization is the Multnomah Youth Commission, hereinafter referred to as “MYC”.

ARTICLE II: Mission and Purpose

- A. The mission of MYC is to provide a voice for youth in the decisions and policies of government agencies and community organizations that affect the lives of young people.
- B. The purposes which guide the direction of MYC are:
1. Creating positive policy changes that make Multnomah County & the City of Portland a better place to grow up for youth.
 2. Involving all the youth of Multnomah County & the City of Portland in the decisions that shape their lives.
 3. Serving as one voice for the youth of Multnomah County & the City of Portland but also striving to bring the voices of all community youth to the table through collecting data on youth issues and opinions.
 4. Bringing youth and adults from the County & City together and improving youth adult partnerships through training, support, and technical assistance.

ARTICLE III: Legal Authority

- A. On October 5, 2007 Multnomah County and the City of Portland finalized a non-financial intergovernmental contract (IGA) #0708066. On September 19, 2007 the City of Portland City Council adopted Ordinance #181290 authorizing the IGA. This IGA creates the Multnomah Youth Commission as a joint County-City youth policy advisory body and empowers the Youth Commission to:
1. Advise and make recommendations to the Jurisdictions’ governing bodies on policies and programs to ensure that young people form relationships with caring adults, build skills, exercise leadership, and help their communities while obtaining the opportunities, skills, and experiences necessary to become healthy, productive adults;
 2. Articulate and promote long-range goals and objectives for developing and achieving positive youth development for all youth in our community;
 3. Promote positive youth development strategies among citizens, businesses, governmental agencies and community-based organizations;

4. Develop opportunities for all citizens to learn about values, principles, and practices that will encourage healthy, happy, and engaged young people;
 5. Assist in the coordination of policies and actions creating more youth friendly communities; and,
 6. Meet annually with the governing bodies of the Jurisdictions to report on the Commission's activities and achievements in the prior year and plans for the upcoming year.
 7. The Commission may provide recommendations and advice to the City and the County regarding contracting and grant applications to support positive youth development.
- B. On August 16th, 2006 the City of Portland and on May 22nd, 2007 Multnomah County adopted "Our Bill of Rights: Children & Youth. This youth created statement of rights further guides the work solidified in the IGA between the City and County. Specifically, the Bill of Rights calls on both the County & City to:
1. To refer to the Bill as a resource and as a tool to identify and evaluate additional mechanisms to support children and youth.
 2. To involve children and youth in decision-making and other review processes and to take the views of children and youth into consideration when making decisions, and promote this involvement throughout the other departments and agencies in the county and city.
- C. MYC is jointly housed at Multnomah County's Office of Diversity and Equity, and the City of Portland Office of Community and Civic Life.

ARTICLE IV: Membership

A. Composition:

1. MYC's membership consists of members between the ages of thirteen (13) and twenty-one (21), at the time of appointment (August 1st),
2. MYC shall have at least twelve and no more than thirty-two voting members.
3. One additional seat shall be held as an open seat in memory of Jennifer Beegle. Jennifer Beegle served as a founding Youth Advisory Board member (1996-1997) and was killed in a car accident on December 14th, 1996.
4. MYC may have up to 10 "At-large" members. An At-large member is a member of MYC that is a full participant in commission projects but does not have voting privileges.
 - a) Any community youth that meets current MYC eligibility requirements is eligible to be an at-large member. If all at-large positions are currently filled, a community youth may be considered, under the Coordinating Committee's discretion, to be voted on as a voting member. Interested community youth need to attend two regularly scheduled full MYC meetings and two

committee meetings before being considered for the position by the full commission. They must also submit a letter of interest to MYC Coordinating Committee.

- b) Current members of MYC who elect to vacate their voting positions may apply to become at-large members by submitting a letter to MYC Coordinating Committee.
 - c) At-Large members are not bound to the provisions of Article IV Section B.
5. A majority vote of the MYC is required to approve any action outlined in Sections 4a or 4b.
 6. At-large members agree to follow the participation standards outlined in these bylaws, but are exempted from Article V of these bylaws.
 7. In the event of a vacancy of a seat with voting powers by termination or resignation, the remaining Commissioners will select a Commissioner to fill that vacancy from the at-large Commissioners and then forward that recommendation to the chief executive officer of each participating jurisdiction, who will jointly fill the vacancy from the name or names forwarded to them. At-large members must have attended 3 full MYC meetings to be eligible for a voting position.
 8. Members shall live, work, attend school, play, worship, or otherwise be enrolled in an emancipated youth program in Multnomah County or the City of Portland. MYC shall exercise a principle of equity in deciding whether or not a prospective member meets this requirement.
 9. The MYC shall work to reflect the cultural and geographic diversity of Multnomah County & City of Portland citizens.

B. Participation standards:

1. It is expected that all Youth Commissioners will engage fully with Commission activities:
 - a) Voting Commissioners shall commit at least twelve (12) hours, including travel time, per month to their participation.
 - b) At-large members shall commit at least seven (7) hours per month, including travel time, to Youth Commission activities.
2. Youth Commissioners should strive to:
 - a) Contribute Ideas
 - b) Listen to Others
 - c) Respect all members
 - d) Uphold the norms drafted and approved by the Commission each year.

ARTICLE V: Attendance

A. Absences:

1. The MYC requires the full commitment and involvement of each member to succeed. To ensure success, no member may miss more than three (3) meetings of the full commission within any 6-month period.
2. To honor and respect the time and commitment of all commissioners, members

that cannot attend a commission meeting or standing committee meeting need to inform MYC Coordinators or Co-chairs of their absence no less than 24 hours before the scheduled meeting. That notice may be electronic or physical but must include the reason for absence and their estimated return date. Emergent absences, for example, illness, family emergencies, or other emergencies are exempt by the discretion of Co-Chairs or MYC Coordinators.

3. Any member who misses two (2) consecutive full commission meetings must meet with the MYC coordinators and/or co-chairs. The MYC Coordinating Committee shall consider the continued membership of any members that have missed three (3) commission meetings in any 6-month period at the next Coordinating Committee meeting. All members of their committee, if the member in question has one, are requested to submit a signed, written statement to the Coordinating Committee. All commission members are allowed to submit such written statements and are invited to participate in these Coordinating Committee discussions. At the Coordinating Committee's discretion, member conduct shall be reported favorable or unfavorable to the full commission in executive session for a vote.

B. Tardiness:

1. Any member who attends less than 2 hours of a full MYC meeting shall be considered tardy.
2. Two (2) occasions of tardiness shall be considered one absence. Absences due to tardiness count towards the commission's attendance policy with the same weight as a full absence.

D. Extended Leaves of Absence:

1. Part-term: Any voting member who is unable to perform their duty as a Multnomah Youth Commissioner for part of their term and cannot reasonably be expected to engage in Commission activities for an extended period or time, less than a full term, may request to be granted an extended leave of absence, subject to the approval of the full commission. Once granted, their absences shall not count towards the attendance policy AND their absence shall not impact quorum for conducting Commission business. As soon as a member on extended leave of absence is able to return to full participation, they shall inform Commission Co-Chairs and MYC coordinators, shall regain their vote and shall be subject to the Commission attendance policy.
2. Full-term: Any voting member who is unable to perform their duty as a Multnomah Youth Commissioner for the entirety or remainder of their full term and cannot reasonably be expected to engage in Commission activities may request to be granted an extended leave of absence for their full term. The Commission will approve or disapprove requests on a case-by-case basis. Once granted the member's absences will not count towards our attendance policy AND they forfeit their voting position for the remainder of their term. Members on an extended leave of absence for a full-term regain their voting position only after submitting a reapplication form during the regular recruitment period for the Commission and the Commission's interview panel approves their

reapplication.

ARTICLE VI: Appointment Process

A. Appointment:

1. MYC members shall apply no later than June 1 of every year for the following MYC year. The Coordinating Committee of the MYC will decide on an interview panel made up of current Youth Commissioners and staff of the participating jurisdictions. This committee will recommend persons to serve as voting and "at-large" Commissioners and forward those recommendations to the chief executive officer of each jurisdiction, who will jointly appoint them from the names forwarded to them.
2. All terms of office shall be from August 1 to July 31.
3. Each member of the governing bodies of the jurisdictions may select one of the persons appointed to serve as Commissioner to be their liaison to the Commission.

B. Reappointment:

1. Current members are eligible for reappointment if they are between the ages of 13-21 at the date of appointment (August 1st).
2. Members should provide the Coordinating Committee with a preliminary commitment to return by January 31st to help plan MYC's recruitment for the following year.
3. Formal reapplication forms are due by June 1st.

C. Community Involvement:

1. Community members interested in serving on the MYC, or recommending others for service, shall make such interest known in writing to the Coordinating Committee of the MYC. The full MYC can, by a majority vote, offer at-large non-voting positions to community youth after they have attended two full MYC meetings and two committee meetings. They must also fill out a mid-year application.
2. Current At-large members are allowed to reapply for voting positions as if they were voting members for the past term. They do not need to go through the full recruitment process (e.g. interviews) if they have served as an at large member.
3. The MYC is dedicated to working with community youth.

ARTICLE VII: Officers

A. Co-Chairs

1. The MYC shall elect two (2) Co-Chairs for a one-year term in a democratic process overseen by the Coordinating Committee by June 1st of each year.
2. The Co-Chairs shall be the conveners of all MYC meetings and events; shall be the official spokespersons for the MYC; and shall be the designated liaisons to the MYC staff.
3. Co-Chairs must have served at least one year on the MYC to be elected to this

position.

4. It is recommended but not required that Co-Chairs are elected so one Co-Chair is able to serve for two consecutive terms to maintain continuity of membership and help train new Co-chairs.
5. The Co-Chairs shall appoint, with feedback from committee members, the chairs of each standing committee for a term of one-year. The Co-Chairs work to support and coordinate the efforts of the MYC standing committees.

B. Chairs of Standing Committees

1. The Committee chair shall be the convener of their respective committee's meetings and events; shall be the official spokesperson for the committee; and shall be the designated liaison to the MYC staff.
2. Standing committee chairs, or their designee, are automatically members of the Coordinating Committee and serve as a spokesperson for the committee at Coordinating Committee meetings.
3. Committee Chairs shall report back to their respective committees on what occurs at Coordinating Committee and how it will impact them, including any new tasks the committee is expected to complete.
4. Committee Chairs are also expected to keep in contact with the members of their respective committees and ensure that committee and personal deliverables are completed fully and on time.

ARTICLE VIII: Committees

A. Types of committees:

1. Standing committees shall be ongoing established groups, with an established annual agenda, work plan, roster, and timeline.
2. Ad hoc committees (also called "task forces") shall be groups established to meet short term needs, shall not be ongoing, shall meet with a frequency suited to the task, and shall have authority to allocate funds for activities directly related to their areas of responsibility, within the bounds of the overall allocation approved by the MYC, only when expressly delegated that authority by vote of the MYC.
3. Sub-committees shall be subordinate, non-ongoing groups established by the Chairs of any standing committee, and directly accountable to that corresponding committee, effective upon notification to the MYC Coordinating Committee of that subcommittee's establishment.

B. Committee structure:

1. Standing committees:

Coordinating Committee shall:

- i. Provides for organizational planning and steering, coordination, and financial accountability.
- ii. Coordinate the creation of all MYC agendas.
- iii. Provide staff with short-term direction, consistent with MYC policy.
- iv. Serve as a point of first contact for community members seeking to engage

- v. Serve as the finance committee, to approve and monitor the MYC operations budget.
 - vi. Serve as the MYC Human Resources Committee.
 - vii. Oversee the development of the annual operations budget.
 - viii. Review and coordinate all recommendations.
 - ix. Include the MYC Co-Chairs, Standing Committee Co-Chairs, and up to eight other members who are appointed by the Co-Chairs.
 - x. Meet at least monthly.
2. Ad hoc committees are constituted as needed and meet as often as necessary, at the call of the MYC Co-Chairs, and at such dates and times set by the ad hoc committee Chair.

C. Committee specifications:

1. Each sub-committee's Chair shall be a MYC member appointed by the MYC Co-Chairs in partnership with the Coordinating Committee and MYC staff.
2. Each standing and ad hoc committee's charge shall be set by the MYC Co-Chairs.
3. Each committee's membership shall be selected by that committee's Chair, with the concurrence of the MYC Co-Chairs, and shall be either:
 - a) MYC regular members, who hold the full privileges and responsibilities herein specified.
 - b) Community members, who are not members of the full Commission.
 - c) Committees must include at least two Commissioners. Other citizens, or County or City staff, may participate as ex-officio subcommittee members, as appointed by the participating Commissioners.
4. Committee meeting agendas shall be set by that committee's Chair or Co-Chairs.
5. Each committee's procedures regarding quorum, voting, and decision-making shall be the same as those required of the full MYC. The Coordinating Committee must also follow the same public access standards as the full MYC. All other committees must only follow these guidelines if they have a quorum of the full commission present. The MYC must ensure that all meetings are accessible to people with disabilities.
6. Each standing and ad hoc committee shall have dedicated staff support at a level determined jointly by the MYC Co-Chairs and the MYC Coordinators.
7. Each standing and ad hoc committee shall have the standing to recommend policy and related budget actions to the MYC in their areas of responsibility.

ARTICLE IX: Meetings

A. Frequency:

1. The MYC shall meet in full session at least once per month, except for July and August.
2. Any special meetings shall be called by the Coordinating Committee or the

Co-Chairs who shall provide for at least seven (7) days advance notice of such meetings.

- B. The Commission strives to create a youth friendly environment and therefore uses an informal meeting process. Voting processes shall generally follow parliamentary procedures as interpreted by the Coordinating Committee.
- C. Decisions shall be made by a majority voiced vote, except as otherwise required in these bylaws; the MYC Co-Chairs may refer issues that fail to gain majority votes to committees, as appropriate, for reconsideration.
- D. The MYC Co-Chairs shall appoint a designee to conduct meeting facilitation when the Co-Chairs are not available to serve this function.
- E. Quorum and majority voting shall be consistent with the requirements of ORS 174.130:
 - 1. A quorum is declared to exist when more than 50% of appointed, active members are present.
 - 2. To fully represent the diversity of voices of the Commission, these bylaws shall define a majority vote as more than 50% of the appointed, active members on the MYC, including at-large members, regardless of the number of members present and voting.
 - 3. If a special meeting is called, and a quorum is present, then only for that meeting is a majority vote considered more than 50% of members in attendance.
 - 4. Neither votes by mail, proxy votes, nor call around for votes after a meeting are allowed.
- F. The MYC shall make provision for community comment at each full session, and may, at its discretion, limit the time the discussion takes, and refer to appropriate committee or staff.
- G. All meetings of the MYC and its coordinating committee are subject to the Oregon public meeting law, and only those matters related to personnel and litigation may be moved to executive (non-public) session.
- H. The minutes of the commission meeting shall be kept at each meeting and approved by the full commission. They shall:
 - 1. Note the members present;
 - 2. Topics discussed; and
 - 3. Votes taken and results of the vote.
 - 4. A meeting transcript is not required.
- I. No meetings shall be held if a State of Emergency is declared by the City of Portland or Multnomah County, if such State of Emergency causes City and/or County

buildings to close, and relocation would cause excessive hardship.

ARTICLE X: Member Accountability

- A. Members whose vote on a MYC matter could have direct financial influence, whether for gain or loss, on themselves, their employer or their family, are seen as having a potential conflict of interest, and shall declare such a potential conflict prior to the vote, and shall, at the final discretion of the Co-Chairs, abstain from advocating for a voting position or casting a vote on such matters, in accordance with ORS 244.020(3).
- B. MYC members shall take the time to review financial and programmatic outcome reporting data as provided to them, and fully participate in discussions that allow for accountability to MYC funders, partners and the youth of Multnomah County & the City of Portland.
- C. MYC members shall assure positive relationships with the Multnomah County Board of County Commissioners and with County Departments that implement board decisions. MYC members shall also assure positive relationships with the Portland City Council and City of Portland Bureaus & Offices.
- D. All members agree to uphold the youth-adult partnership model in their work.
- E. Any member who is found to be in violation of these bylaws, as amended, or have otherwise conducted in a manner that does not uphold the values set forth in Article II, may be referred to the full commission for removal by the Coordinating Committee. If such referral is made, the full commission shall vote to remove in executive session at the net full commission meeting.
- F. Participation hourly standards set forth in Section B shall be adjusted should any of the following events occur:
 - 1. A month where the MYC does not fully convene for more than one meeting;
 - 2. Article IX Section I is effected;
 - 3. Upon the recommendation by the Coordinating Committee and consent by a majority of members.
- G. Whereupon such adjustment is effected, it shall be enforced in the following manner:
 - 1. Reduction by twenty-five percent of the set hourly requirement in an event that lasts less than a week;
 - 2. Reduction by fifty percent of the set hourly requirements in an event that lasts longer than one week.

- H. If a waiver is qualified and effected, staff shall notify commissioners of the waiver within five (5) days, or by the last day of the month where an event under Section 1 occurs, whichever is earlier;
- I. Any waiver authorized under this section shall be effected for the entire month in question;
- J. Whereupon a waiver is effected, accountability standards shall not be waived for those who do not meet the adjusted standards.

ARTICLE XI: Staff

A. Personnel Policy:

1. Commission staff members are full time positions. One position is hired by the County and reports to and is hired by the Director of the Office of Diversity and Equity (ODE), with input from ODE staff, Commissioners, and City of Portland staff. One position is hired by the City and reports to and is hired by a City Commissioner's office, with input from Commissioners and Multnomah County staff.
2. The MYC Co-Chairs shall prepare (on behalf of the Coordinating Committee) an annual, written evaluation of staff Coordinators and share it with the Director of the Office of Diversity and Equity and the City Commissioner in whose office the MYC is housed, or their designees.

B. Role

1. Staff has the responsibility and authority to carry out established MYC policy, and they are expected to provide adequate MYC and committee support as interpreted by MYC Co-Chairs.
2. MYC staff are important and vital partners with MYC and strive to build positive relationships with each youth commissioner and model positive youth-adult partnerships in all ~~our~~ work.
3. MYC staff believes that the youth of our community are not only the leaders of tomorrow, but also the leaders of today. It is the role of staff to work with youth commissioners to achieve MYC goals and to reduce any barriers to success by collecting information, coordinating trainings, or providing youth commissioners any other supports they need to be effective.
4. The power and influence of any group is only enhanced when it builds a large and diverse base of support. MYC staff shall work to connect the MYC with other youth and adult leaders that can help advance a positive youth agenda.
5. Specific efforts should be made to create a city/county, regional, and statewide network of youth working in policy contexts.
6. MYC staff will work to infuse positive youth development throughout the work

of all standing committees and the MYC as a whole, as well as throughout Multnomah County & the City of Portland where appropriate.

ARTICLE XII: Budget and Spending

- A. MYC shall, on a cycle to match the fiscal year of Multnomah County, annually approve an operations budget recommended by the Coordinating Committee and presented by the Co-Chairs. A concurrent budget shall be approved to reflect the City of Portland's contributions to the MYC.
- B. MYC staff shall manage operations within the constraints of the approved annual budget.
- C. Reimbursement for incidental expenses such as parking, childcare, and others shall be allowed to MYC members as needed. with prior approval of the appropriate managers of the City of Portland and/or Multnomah County, to support their full participation.

ARTICLE XIII: Approval and Amendments

- A. These bylaws shall take effect immediately after the MYC adopts them by a two-thirds majority vote of the total commission membership.
- B. These bylaws may be amended by the MYC in any meeting upon Coordinating Committee recommendation, and the MYC adopts them by a two-thirds majority vote, given that at least 14 days advance written notice has been given of the proposed changes.