

The Brighton Youth Commission

POLICY & PROCEDURE

2021-2022



City of Brighton
500 S 4th Ave
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The Brighton Youth Commission

POLICY & PROCEDURE MANUAL

This manual contains the operating procedures for the Brighton Youth Commission (BYC) and describes the policies and procedures for the organizational structure, duties, and responsibilities of the Commission.

DESCRIPTION

Name

The name of this body shall be the Brighton Youth Commission (BYC).

Purpose

The Brighton Youth Commission has been created to study, investigate, plan, implement and advise the City Council on matters related to youth. In particular, the Commission is charged with developing and promulgating policies, programs and services that empower, support and inform youth; that create a family friendly community, and that enable and encourage youth to be productive members of the community. The Commission shall serve as an advisory body to the City Council on all matters dealing with youth.

Mission

The Brighton Youth Commission is committed to advocating for youth by providing them the opportunity to learn, lead and serve through community outreach, service projects and establishing youth-adult partnerships.

Motto

Powerful New Voices on a Journey for Change

MEMBERSHIP

Member Selection

Current members of the Brighton Youth Commission will select Commission members using an application process that takes place annually.

Eligibility

The Commission shall consist of up to 26 voting members and one ex officio nonvoting City staff representative. The Commission shall consist of the following:

- I. Up to 20 persons between the ages of 13 and 19
- II. One (1) City Council member
- III. One (1) Brighton School District 27J School Board member
- IV. Four (4) at-large representatives, two (2) between the ages of 19 and 30, and two (2) older than 19 years of age
- V. One (1) nonvoting ex officio City staff member (Youth Services Manager)
- VI. Two (2) alternate members

Term Length & Limits

All Commission members shall serve for two-year terms. Commission members are eligible for reappointment to serve additional terms until their eligibility ceases; there are no term limits. Member terms will begin in July.

Serve Additional Terms

To serve additional terms, members must provide a statement of their intent to serve an additional term to the Brighton Youth Services Manager.

Resignation from the Commission

A Commission member may resign from the Commission before the completion of their two year term if they are unable to fulfill their membership responsibilities or will no longer meet membership eligibility requirements (age, state of residence, etc.). A statement must be submitted to the Youth Services Manager and Executive Committee.

Dismissal from the Council

Any Commission member may be considered for dismissal from the Commission upon the following grounds:

- The member has two (2) or more unexcused absences from meetings,
- Displayed an inability to perform their duties,
- Intentionally disregards the Commission expectations,
- Withheld the fact they no longer meet membership eligibility requirements.

The Executive Committee and/or Youth Services Manager can suggest that a member be considered for dismissal upon the aforementioned grounds. The Executive Committee and Youth Services Manager will initiate a meeting with the Commission member, Executive Committee and Youth

Services Manager. This group will initiate a remediation plan for the Commission member that is considered for dismissal.

If the remediation plan remains unsuccessful, members who are considered for dismissal will be notified by the Executive Committee of their dismissal.

If a member who is dismissed holds an Executive Committee position, then it is the responsibility of the Executive Committee and Youth Services Manager to determine when and how to fill the open Executive Committee position.

Vacancies

New or replacing commissioners will be selected as follows:

- I. Applications will be available online and information distributed throughout all secondary schools for vacancies of the high school age Commission slots.
- II. Applications will be available online and information distributed to the community and in local media outlets.
- III. The Executive Committee will review all applications and interview qualifying candidates.
- IV. Successful interviewees will be recommended to the full Commission who will vote to accept or not accept the new candidates.
- V. This process will continue until all Commission slots are full.
- VI. Removals and vacancies will be reported to the City Clerk.

Compensation

No monetary compensation will be distributed to members during or upon completion of their term.

COMMUNICATION

Brighton Youth Commissioners are responsible for being responsive to communication on all communication platforms (phone, Facebook group, Pods, etc.).

Remind

This is used primarily for important, urgent messages that go to the entire group as well as automatic reminders.

Members are responsible for joining the Remind group. To join the Remind group members must text the message @thebyc to the number 81010.

Google Calendar

This is used to keep track of all Brighton Youth Commission happenings, both mandatory and volunteer. Members are responsible for checking the calendar weekly and being aware of upcoming happenings.

Members are responsible for providing their preferred email to Youth Services staff in order to be added to the Brighton Youth Commission calendar.

Facebook Group

The Brighton Youth Commission has a private Facebook group where a lot of communication takes place. Members are expected to check and respond to this group regularly. If members do not have Facebook, it is their responsibility to communicate with their Pod Officer and Youth Services staff to stay informed.

Pods

Pods are used to communicate with Commission members on a smaller scale. Pod groups will be re-assigned annually after Executive Committee elections.

Every member is assigned to a pod and each pod will have an Executive Committee member. The Executive Committee members are responsible for relaying Brighton Youth Commission information to their pod members.

Pod members will exchange contact information and should decide together the best way to communicate with each other (ie. Facebook messenger, text, Snapchat, etc.).

EXECUTIVE COMMITTEE OFFICER POSITIONS

The Executive Committee shall provide collaborative leadership to the Commission for a term of one year and are eligible for reelection. Decisions within this committee will be made by a simple majority vote of the committee's members.

The Executive Committee shall consist of:

- Chair
- Vice Chair
- Secretary
- Public Relations
- Historian

Chair

The Chair's main function is to provide leadership to the BYC in carrying out its responsibilities. The Chair will keep the Commission on track toward reaching common goals and holding members accountable for compliance with the Commission's membership expectations and commitments.

Vice Chair

The role of the Vice Chair is to serve in a supportive capacity to the Commission members, other Executive Committee members and the Chair. In the event that the Chair is absent or unable to fulfill their duties as the Chair, the Vice Chair will assume the Chair's duties.

Secretary

The Secretary is responsible for providing organizational detail support for the Chair, other Executive Committee members and Commission members. This includes all record keeping and publishing of meeting minutes to ensure compliance with the City Charter.

Public Relations Chair

The Public Relations Chair will be responsible for developing and delivering a clear and pronounced message on behalf of the Brighton Youth Commission to relevant media outlets and the general public as well as posting and keeping up with the Commission's social media profiles.

Historian

The Historian will be responsible for capturing and collecting photographs and documents of Commission work on a regular basis as well as assisting the Public Relations Chair with posting on the Commission's social media profiles.

More information about these positions can be found in Appendix II, page 16-17.

OFFICER ELECTIONS & APPOINTMENTS

Writs of Election

A writ of election is a formal announcement of an upcoming election. This announcement also identifies the candidates that will be on the ballot for each of the aforementioned positions. Writs of election will be issued to the entire Commission by the Youth Services Manager prior to an election.

Elections

The Youth Services Manager shall issue a writ of election at the beginning of a new term for the positions of Chair, Vice Chair, Secretary, Public Relations Chair and Historian. These positions shall be elected for a one-year term by a simple majority vote at a Commission meeting. Those elected may be eligible for reappointment for one additional term. Any Commission member can nominate another member as a candidate for a specific office; self-nominations are accepted. If a Commission member accepts a nomination, then they must submit a candidate statement to the Youth Services Manager.

Candidate Statements

Candidates for the Chair, Vice Chair, Secretary, Public Relations and Historian positions must submit a candidate statement to the Youth Services Manager prior to the deadline determined by the Youth Services Manager.

Candidates will present in front of the Commission the day of the election, prior to voting, and state their reasons for seeking the position they are running for.

Officer Removal

The Youth Services Manager may remove an Executive Committee member's title who has two (2) or more unexcused absences, for the inability to perform duties, or for not fulfilling the Brighton Youth Commission's members' expectations and commitments, thereby revoking the title of the officer, but not dismissing the member from the Commission. The Executive Committee may be consulted in these situations, as appropriate.

The Youth Services Manager and Executive Committee will initiate a remediation plan for Executive Committee members that are considered for removal whenever remediation is possible and appropriate.

In the event that remediation is not successful, possible, or appropriate, the Executive Committee member's title and duties will be removed, but they will remain a Commission member. It is then the responsibility of the Executive Committee and Youth Services Manager to determine when and how to fill the open Executive Committee position.

YOUTH ON CITY BOARD POSITIONS

Youth on City Board members serve as liaisons between the different City boards and commissions and the Brighton Youth Commission to encourage and build youth adult partnerships.

In order to be appointed as a Youth on City Board member, the youth must serve as a Brighton Youth Commission member for a minimum of one (1) year. Members serving on other City boards and commissioners are eligible for additional terms.

Youth on City Board Positions (Two (2) positions for each board or commission):

- Planning Commission
- Legacy Foundation
- Arts and Culture
- Park and Recreation
- Historic Preservation

Youth on City Board members are expected to adhere to the other City boards and commissions policies. Youth on City Board members will follow other City boards and commission absences policies and communicate their absences to that City board or commission as well as Youth Services Staff.

Youth on City Board members are responsible for giving updates about their City board or commission at BYC meetings.

MEETINGS

A meeting is defined by Colorado's Open Meetings and Records Laws as, "any kind of gathering, convened to discuss public business, in person, by telephone, or by other means of communication." C.R.S. § 24-6-402(1)(a). All Brighton Youth Commission meetings will adhere to Colorado's Open Meetings and Records Laws.

Attendance of Commissioners is mandatory at all Brighton Youth Commission meetings. Limited excused absences may be granted by the Executive Committee and Youth Services Manager in accordance with the Commission's attendance policy.

Monthly Meetings

The Commission will meet two times a month on the first and third Thursdays of the month. Meetings will be held at City Hall in the basement. Commission meetings will vary from one and a half to three hours in length with a half hour provided for dinner prior to the meeting starting. Dinner will be provided from 5:00-5:30 p.m. Attendance at the dinner portion of the meeting is optional but strongly recommended for team building.

- I. The first meeting of the month will serve as a working agenda. It is open to the public and can include proposals for the Brighton Youth Commission to comment on or work on.
- II. Youth on City Board members will debrief at the beginning of the first meeting of the month, as well as the City Council and School District 27J appointed liaisons.
- III. The second meeting will serve as skill and team building sessions as well as committee time. It is open to the public and can include proposals for the Brighton Youth Commission to comment on or work on.
- IV. Attire for all Commission meetings will be casual but appropriate.

Additional Committee meetings and work meetings may be scheduled by the Brighton Youth Commission and Youth Services Staff. Committee meetings may be held at any place and time agreed upon by committee members and Youth Services staff.

The responsibility for the setting up and breaking down of all meetings is the responsibility of all Commission members. The Youth Services staff and Executive Committee will oversee this process and delegate tasks as needed.

All Brighton Youth Commission meetings, agendas and meeting minutes are posted to the City of Brighton website.

Meeting Agendas

All Commission members are encouraged to submit agenda items and proposals to the Executive Committee and Youth Services Manager for consideration prior to the scheduled meetings.

All Commission and Committee meetings will operate using the same structure:

- I. Meetings will begin with dinner or snacks.
- II. Meetings will begin with the Pledge of Allegiance.

- III. Commissioners will revisit norms and vote on the last meeting's minutes.
- IV. Agenda topics will be discussed and voted upon when appropriate.
- V. Committee reports will be made when appropriate.
- VI. New business or announcements will be allowed at the end of the agenda.
- VII. Presentations by the public are allowed and encouraged at the first meeting of the month. Time limits will be enforced when time is an issue. The BYC has the right to accept or refuse community proposals and recommendations at their discretion.

Meeting Minutes

Minutes must be taken at every Commission meeting. These minutes will be compiled by the Secretary and published onto the City of Brighton website.

When quorum is present, minutes shall be subject to approval by the Commission and made available to the public.

Quorum

Quorum will be attained if 13 commissioned members are present at a scheduled meeting.

If the members in attendance at a meeting do not amount to a quorum, then voting on action items must be postponed. If members arrive late to a meeting, they can then be counted toward quorum and any postponed voting can commence. In cases where attaining a quorum at any meeting is not possible, no voting can take place and it cannot be counted as an official meeting.

Voting

Voting on action items or motions may be conducted in-person or virtually. In order for a vote to take place, it must have been listed on the agenda as an action item and a quorum must be present.

The Chair shall use Robert's Rules of Order to hold votes. Commission members shall participate in discussions to build consensus within the Commission.

Motions (proposals submitted for consideration, debate and ultimately a Commission vote) must be brought forth by a Commission member. Passage of a motion requires a simple majority, which is one more than half the members present.

Meeting Attendance Policy

It is imperative that all Commission members commit to attending meetings. In the event that meeting attendance is determined to cause any Commission member undue hardship, the member in question may be excused from the meeting. The determination of an excused absence is made by the Youth Services Manager in collaboration with the Executive Committee.

Commissioners who need to miss a scheduled BYC meeting or event are required to notify the secretary of their absence and make up the missed time with volunteer hours. It is the responsibility of the Commission member to notify the Executive Committee when he/she completes his/her volunteer hours to make up for his/her absence from the scheduled meeting.

Special events, opportunities for Commissioners to bond and other fun activities may be scheduled on a regular basis throughout the year. These events are voluntary and strongly recommended to attend.

Making Up Hours

Hours are made up by volunteering. This can be at a City event, a conference, or assisting the Brighton Youth Services Staff with programming needs. Hours cannot be made up by attending future BYC meetings. It is the responsibility of the Commission member to notify the Executive Committee when he/she completes his/her volunteer hours to make up for his/her absence from the scheduled meeting.

Attendance Letters

The Chair and Vice Chair will send a letter to members who had excused and unexcused absences at the last BYC meeting.

If a member misses an extensive number of meetings, the Executive Committee will have to schedule a meet-up time to discuss further action.

- I. That member will be sent the Attendance Probation Letter.
- II. That member has to have a minimum of two (2) week notice to schedule an appointment, and should be reminded about it on a regular basis by the Executive Committee.
- III. Officers are responsible for organizing the meet-up to fit everyone's availability including the Youth Services Manager. The corresponding Executive Committee Officer of that member's pod should also be in attendance.

Absences

Every Commission member with an excused absence has one month to make up the meeting or it will turn into an unexcused absence.

Once a Commission member has reached two unexcused absences or has not made up excused absences within a month of the missed meeting, the member will need to meet with the Executive Committee and Youth Services Manager. This group will initiate a remediation plan for the member but may also recommend that the member be removed from the BYC. It is then the responsibility of the Executive Committee and Youth Services Manager to determine when and how to fill the open position.

CHANGING THE BRIGHTON YOUTH COMMISSION POLICIES & PROCEDURES

Policy & Procedure Change Process

The BYC is encouraged to review and provide input on policies and procedures, subject to approval by the Youth Services Staff. A suggested policy change must be submitted to the entire Brighton Youth Commission and Youth Services Manager at least two weeks prior to the meeting where voting on the suggested change would take place.

The BYC policy changes require a two-thirds vote of Commission members present at any meeting, provided a quorum is present. If a policy change is approved by the BYC, the proposed policy will be presented to the Youth Services Staff for final approval.

Manual Updates

This policy and procedure manual shall be updated annually to reflect changes that have been approved by the Brighton Youth Commission and Youth Services Staff. Updated versions of this manual will be distributed to all Commission members by the Youth Services Staff and old versions of the manual should be discarded.

Appendix I. Colorado Open Meetings and Records Law Key Points

Brighton Youth Commission meetings are regulated by the state's Open Meetings Law, governed by C.R.S. § 24-6-402.

- “All meetings of a quorum, or three or more members of a local public body, whichever is fewer, at which any public business is discussed or at which any formal action may be taken are declared to be public meetings open to the public at all times.” C.R.S. § 24-6-402(2)(b)
- “Full and timely notice to the public” is required for any meeting “at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or at which a majority or quorum of the body is in attendance . . .” C.R.S. § 24-6-402(2)(c)
- Notice shall be “posted in a designated public place no less than 24 hours prior to the holding of the meeting” and notice shall include “specific agenda information where possible.” C.R.S. § 24-6-402(2)(b)
- Meeting minutes must be taken and promptly recorded shall be posted in a designated public place. “Minutes of any meeting of a local public body at which the adoption of any proposed policy, position, resolution, rule, regulation or formal action occurs or could occur shall be taken and promptly recorded, and such records shall be open to public inspection.” C.R.S. § 24-6-402(2)(d)(II)

Brighton Youth Commission meetings are open meetings and members of the public may attend..

Appendix II. Executive Committee Descriptions

Executive Committee

The Executive Committee shall:

- Attend Executive Committee meetings
- Contribute in the creation of the BYC meeting agendas
- Represent the Brighton Youth Commission well in the community and beyond
- Understand the basics of Roberts Rules of Order
- Lead a Pod Group
- Act as a communication liaison between Brighton Youth Services Staff and the Brighton Youth Commission members
- Establish a positive environment

Chair

The Chair shall:

- Lead BYC meetings
- Serve as spokesperson when necessary
- Allocate letters via email to unexcused commissioners by the following Monday after the BYC meetings

Vice Chair

The Vice Chair shall:

- Fill in for the Chair when he/she is absent
- Allocate letters via email to excused commissioners by the following Monday after the BYC meetings

Secretary

The Secretary shall:

- Take roll call at meetings and other selected events
- Receive notification regarding absences from BYC meetings and document them on the BYC Attendance Tracker
- Receive notification of attendance make-ups and update them on the BYC Attendance Tracker
- Communicate excused absences to Youth Services Staff by 2:00p.m. on the day of the BYC meeting
- Record minutes and post them to the BYC Facebook Group as well as on the City website
- Notify the Executive Committee and Youth Services Manager on attendance updates

Public Relations

The Public Relations Chair shall:

- Enforce norms and expectations at regular meetings
- Communicate with local media as needed in collaboration with the City's Communications office.

- Update the Brighton Youth Commission's social media pages (Facebook, Instagram and Snapchat) at least once a week
- Respond in a timely manner to direct messages on social media pages
- Keep updated lists of current City Council members and 27J Counselors

Historian

The Historian shall:

- Take pictures at any and all BYC events or community events involving BYC members
- Collect documents from BYC meetings or events, including those that BYC members attend
- Collect documents featuring BYC members or featuring the group as a whole
- Store and save all of the above items in two common, accessible and organized files online (for website, pictures and other visual material) and one physical copy
- Designate someone to take pictures if he/she is not in attendance at an events where BYC members will be