



**CITY OF DUBLIN  
YOUTH ADVISORY COMMITTEE  
MEETING AGENDA  
WEDNESDAY, AUGUST 23, 2017, 7:00 PM  
DUBLIN SENIOR CENTER, 7600 AMADOR VALLEY BOULEVARD**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ORAL COMMUNICATIONS**

**3.1 Public Comments**

At this time, the public is permitted to address the Youth Advisory Committee on non-agendized items. The Advisory Committee must, however, comply with all State Laws in regard to items not appearing on the posted agenda. The Advisory Committee may respond to statements made or questions asked, or may request Staff to report back at a future meeting concerning the matter. Any member of the public may contact the Parks and Community Services Department related to the proper procedure to place an item on a future Youth Advisory Committee agenda. The exceptions under which the Youth Advisory Committee MAY discuss and/or take action on items not appearing on the agenda are contained in GC 54954.2(b)(1)(2)(3).

**4. MINUTES OF THE REGULAR MEETING**

**4.1 Minutes of the May 24, 2017 Regular Meeting**

The Advisory Committee will consider approval of the minutes of the May 24, 2017 Regular Meeting.

**STAFF RECOMMENDATION:**

Approve the minutes of the May 24, 2017 Regular Meeting.

**5. WRITTEN COMMUNICATIONS – None.**

**6. UNFINISHED BUSINESS – None.**

**7. NEW BUSINESS**

**7.1 Election of Youth Advisory Committee Chairperson and Vice Chairperson**

The Advisory Committee will conduct elections for the positions of Chairperson and Vice Chairperson for the 2017-18 term.

**STAFF RECOMMENDATION:**

Conduct elections for a Chairperson and Vice Chairperson for the 2017-18 term.

**7.2 Review of Robert's Rules of Order and Brown Act**

The Advisory Committee will review the Robert's Rules of Order and the Brown Act pertaining to City Commissions and Advisory Committees.

**STAFF RECOMMENDATION:**

Receive the Report.

**7.3 Review of Youth Advisory Committee Bylaws and Rules of Procedure**

The Advisory Committee will review the Youth Advisory Committee Bylaws and Rules of Procedure.

**STAFF RECOMMENDATION:**

Receive the Report.

This AGENDA is posted in accordance with Government Code Section 54954.2(a)

*If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact the Shannon Community Center (925) 556-4500 at least 72 hours in advance of the meeting.*

*A complete packet of information containing Staff Reports (Agenda Statements) and attachments related to each item is available for public review at least 72 hours prior to a Youth Advisory Committee Meeting or, in the event that it is delivered to the Advisory Committee less than 72 hours prior to a Youth Advisory Committee Meeting, as soon as it is so delivered. The packet is available at the Shannon Community Center, 11600 Shannon Avenue, Dublin.*

8. **OTHER BUSINESS** – Brief INFORMATION ONLY reports from Advisory Committee Members and/or Staff, including Reports by Advisory Committee related to Meetings Attended at City Expense (AB 1234).
9. **ADJOURNMENT**



## STAFF REPORT YOUTH ADVISORY COMMITTEE

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**DATE:** August 23, 2017

**TO:** Honorable Chair and Committee Members

**FROM:** Lisa McPherson, Recreation Supervisor

**SUBJECT:** Minutes of the May 24, 2017 Regular Meeting of the Youth Advisory Committee

### EXECUTIVE SUMMARY:

The Youth Advisory Committee will consider approval of the minutes of the May 24, 2017 Regular Meeting of the Youth Advisory Committee.

### FINANCIAL IMPACT:

None.

### RECOMMENDATION:

Approve the minutes of the May 24, 2017 Regular Meeting of the Youth Advisory Committee.

### DESCRIPTION:

The Youth Advisory Committee will consider approval of the minutes of the May 24, 2017 Regular Meeting of the Youth Advisory Committee.

### NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

### ATTACHMENTS:

1. Draft Minutes of the May 24, 2017 Regular Meeting of the Youth Advisory Committee.



**YOUTH ADVISORY COMMITTEE**  
**REGULAR MEETING**  
***Draft Minutes***  
**CITY OF DUBLIN**

May 24, 2017

The May 24, 2017 meeting of the Youth Advisory Committee was called to order at 7:01 PM at the Dublin Senior Center by Vice Chair Wang.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by those present.

**ROLL CALL**

Committee Members (CM) Present: Brakeman, Goel, Imran, Kolan, Mahadeshwar, Mittr, Nuruddin, Wang, Wong  
Committee Members Absent: Alini, Batra, Bruckhorst, Butler, Shangle, Tran, Zhu  
Liaison Agenda: Bedi, Parks and Community Services Commission Liaison  
Staff Present: McPherson, Officer Mecchi

**ORAL COMMUNICATIONS**

**3.1 Public Comments** – Council Member Goel thanked the Committee for their service and presenting the Annual Report at the May 16 City Council Meeting.

**APPROVAL OF MINUTES**

**4.1 Minutes of the April 26, 2017 Regular Meeting**

On a motion by CM Mahadeshwar, seconded by CM Kolan, and by a vote of 9-0-0, with Committee Members Alini, Batra, Bruckhorst, Butler, Shangle, Tran, and Zhu absent, the Youth Advisory Committee voted to approve the minutes of the Regular Meeting of April 26, 2017 as presented.

**WRITTEN COMMUNICATIONS** – None.

**UNFINISHED BUSINESS** – None.

**NEW BUSINESS**

**7.1 End of Term Celebration**

Ms. Lisa McPherson presented the staff report and expressed appreciation for the hard work and dedication of the 2016-17 Youth Advisory Committee Members and their accomplishments during the term.

***ACTION***

The Advisory Committee received the Report and provided feedback to the 2017-18 Youth Advisory Committee Members with advice to be active, volunteer at all City events, provide feedback at Advisory Committee Meetings, support youth initiatives and attend the Tri-Valley Roundtable.

**OTHER BUSINESS**

The Advisory Committee Members provided brief reports on upcoming events.

**ADJOURNMENT**

Being no further business, the meeting adjourned at 7:11 PM.

Minutes prepared by Lisa McPherson, Recreation Supervisor.

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Chairperson

ATTEST: \_\_\_\_\_

Lisa McPherson  
Recreation Supervisor



## STAFF REPORT YOUTH ADVISORY COMMITTEE

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**DATE:** August 23, 2017

**TO:** Honorable Chair and Committee Members

**FROM:** Lisa McPherson, Recreation Supervisor

**SUBJECT:** Election of Youth Advisory Committee Chairperson and Vice Chairperson

### EXECUTIVE SUMMARY:

The Advisory Committee will conduct elections for the positions of Chairperson and Vice Chairperson for the 2017-18 term.

### FINANCIAL IMPACT:

None.

### RECOMMENDATION:

Conduct elections for a Chairperson and Vice Chairperson for the 2017-18 term.

### DESCRIPTION:

Annually Youth Advisory Committee Members elect a Chairperson and Vice Chairperson. Committee Members interested in running for Chairperson or Vice Chairperson will be asked to share a, two-minute or less, personal statement explaining to the Committee why they should be elected as the next Chairperson or Vice Chairperson. Afterwards, Staff will call for nominations, and nominations will be voted on by each Committee Member.

The Bylaws and Rules of Procedure for the Youth Advisory Committee Members state the following:

#### **ARTICLE V OFFICERS**

**Section 1.** Election and Term of Office. The Chairperson and Vice Chairperson are elected by the majority of the Youth Advisory Committee for a one-year term and hold office until their successors are elected, or until their terms as members of the Advisory Committee expire. The officers are elected each year at the June meeting of the Advisory Committee. Elections, whether regular or to fill vacancies shall be held only if a simple majority of the Advisory Committee members are present. The Advisory Committee shall, unless no Committee members meet the criteria, elect

Committee members to the positions that have not previously served in the position and that have not declined the appointment, with the intent that no one should serve in the position for more than two (2) consecutive years.

The secretary to the Advisory Committee will be the City Manager or his/her designee.

**Section 2.** Vacancies. In case of any vacancy in the office of Chairperson or Vice Chairperson, the vacancy shall be filled by an election held at the first regular meeting after the occurrence of such vacancy. The person so elected shall serve the balance of the term.

**Section 3.** Duties of Officers. The Chairman performs the following duties:

- (a) Presides at all meetings of the Advisory Committee.
- (b) Appoints sub-committees and chairpersons of sub-committees as necessary.
- (c) Signs correspondence on behalf of the Advisory Committee.
- (d) Performs other duties necessary or customary to the office.
- (e) Serves the City Council and the residents of the City of Dublin with professionalism and respect.

In the event of the absence of the Chairperson or his/her inability to act, the Vice-Chairperson presides in place of the Chairperson. In the event of the absence of or the inability to act of both the Chairperson and the Vice-Chairperson, the remaining members shall elect one of their members to act as temporary Chairperson.

Additionally, Committee Members are expected to attend all regular meetings and subcommittee meetings as assigned, attend the activities planned and sponsored by the Advisory Committee, and promote youth activities and provide support for successful implementation of youth activities and programs.

## **NOTICING REQUIREMENTS/PUBLIC OUTREACH:**

N/A

## **ATTACHMENTS:**

None.



## STAFF REPORT YOUTH ADVISORY COMMITTEE

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**DATE:** August 23, 2017

**TO:** Honorable Chair and Committee Members

**FROM:** Lisa McPherson, Recreation Supervisor

**SUBJECT:** Review of Robert's Rules of Order and Brown Act

### **EXECUTIVE SUMMARY:**

The Advisory Committee will receive a report on the Robert's Rules of Order and the Brown Act pertaining to City Commissions and Advisory Committees.

### **FINANCIAL IMPACT:**

None.

### **RECOMMENDATION:**

Receive the Report.

### **DESCRIPTION:**

The Deputy City Clerk, Mr. Walfred Solorzano, will review the Robert's Rules of Order and the Brown Act with the Youth Advisory Committee Members.

Robert's Rules of Order are rules of conduct at public meetings, which allow everyone to be heard and make decisions in an orderly process.

The Brown Act solely applies to City and County governmental bodies in California, including public agencies, boards, commissions and councils. The intent of the Brown Act is to ensure that members of these governmental bodies conduct meetings, in which meeting actions and deliberations be conducted openly.

### **NOTICING REQUIREMENTS/PUBLIC OUTREACH:**

N/A

### **ATTACHMENTS:**

1. Robert's Rules of Order and Brown Act Handout

**Robert's Rules of Order and  
Brown Act Training**

**August 23, 2017**

**Robert's Rules of Order**

Henry M. Robert wrote Robert's Rules of Order, a presentation and discussion of Parliamentary procedure.

Basic principles behind Robert's Rules of Order:

- Someone has to facilitate or direct the discussion and keep order.
- All members of the group have the right to bring up ideas, discuss them, and come to a conclusion.
- Members should come to an agreement about what to do.
- Members should understand the majority rules, but the rights of the minority are always protected by assuring them the right to speak and to vote.

There are three main principles to Parliamentary procedure:

- Take up business one item at a time.
- Promote courtesy, justice and impartiality, and equality.
- The majority rules, but the rights of individual, minority, and absent members are protected.

**Order of Business**

Chair calls the meeting to order.

Recording Secretary records start time and takes roll.

Agenda is followed.

Minutes from previous meeting are approved.

**Making and Handling Motions Following Robert's Rules**

An item on the agenda is brought up and explained by the Chair.

Item is discussed.

Here are the eight steps required from start to finish, making a motion and getting the decision of the committee. Each step is a required part of the process.

**Step**

1. The member rises and addresses the chair.
2. The chair recognizes the member.
3. The member makes a motion.
4. Another member seconds the motion.
5. The chair states the motion.
6. The members debate the motion.
7. The chair puts the question, and the members vote.
8. The chair announces the result of the vote.

**What to say**

- "Mr./Madam Chairman."
- "The chair recognizes Ms. Dublin."
- "I move to have a game night at the Civic Center."
- "Second."
- "It is moved and seconded to have a game night at the Civic Center. Are you ready for the question?"
- "The chair recognizes Ms. Dublin to speak her motion. . . ."
- "Those in favor of adopting the motion to hold a game night at the Civic Center, say 'Aye.' [pause] Those opposed, say 'No.'"
- "The ayes have it, and the motion carries. A game night will be held at the Civic Center."

**Announcements**

Adjournment – This meeting is now adjourned. Recording Secretary records end time.

**The Brown Act**

The Ralph M. Brown Act (the "Brown Act") was enacted in 1967 to cover state agencies. Its intent declares, "All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter." (Govt. Code 54953(a).

There are certain requirements that must be followed when meetings of legislative bodies of a local agency take place:

Agenda must be posted 72 hours in advance of meeting in a public place where it can be viewed 24 hours a day.

A quorum of members (a majority of the members) cannot gather and discuss any business of the body outside of the publicly noticed meeting.

The meeting name, a regular meeting time, date and place, and cannot hold a Regular meeting outside of that time, date and place, unless required advance notice is given for an adjourned regular, special or emergency meeting.

The agenda must also have a “Public Comment” category on the agenda so the public may address any item under the jurisdiction of the body, but not on the current agenda.

A record of the meeting and actions must be kept.

There are certain items on the agenda that can be heard in “Closed Session.” There is a specific list of Safe Harbor categories to cover these items.

Robert’s Rules of Order and the Brown Act help the City’s City Council, Commissions and Committee meetings run smoothly.



## STAFF REPORT YOUTH ADVISORY COMMITTEE

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**DATE:** August 23, 2017

**TO:** Honorable Chair and Committee Members

**FROM:** Lisa McPherson, Recreation Supervisor

**SUBJECT:** Review of Youth Advisory Committee Bylaws and Rules of Procedure

### EXECUTIVE SUMMARY:

The Advisory Committee will receive a report on the Youth Advisory Committee Bylaws and Rules of Procedure.

### FINANCIAL IMPACT:

None.

### RECOMMENDATION:

Receive the Report.

### DESCRIPTION:

The Youth Advisory Committee is charged with the purpose of providing input on youth services, assisting with implementation and promotion of youth activities and addressing issues that affect youth in the Community. The Bylaws and Rules of Procedure govern the meetings and activities of the Advisory Committee, and include the following sections:

- General Provisions
- Committee Composition and Method of Appointment
- Term of Office and Removal
- Vacancies
- Officers
- Sub-Committees
- Meetings
- General Responsibilities of the Committee
- Duties of Committee to be Advisory Only
- Staff Assistance

- Amendments

Staff will review the Youth Advisory Committee Bylaws and Rules of Procedure with the Advisory Committee Members.

Staff will advise the Youth Advisory Committee to contact Staff by email three days prior to a meeting when Committee Members are unable to attend the meeting.

In addition, Staff will provide the Advisory Committee with information on the Commissioner Resource Handbook, which provides background information on the City of Dublin, as well as government and general operating guidelines for all Commissioners and Advisory Committee Members. The Commissioner Resource Handbook is available online at [www.dublin.ca.gov/ArchiveCenter/ViewFile/Item/573](http://www.dublin.ca.gov/ArchiveCenter/ViewFile/Item/573).

#### **NOTICING REQUIREMENTS/PUBLIC OUTREACH:**

N/A

#### **ATTACHMENTS:**

1. Youth Advisory Committee Bylaws and Rules of Procedure Adopted 7-18-17

<p><b>CITY OF DUBLIN</b>  <b>YOUTH ADVISORY COMMITTEE</b>  <b>BYLAWS AND RULES OF PROCEDURE</b></p>
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**ARTICLE I**  
**GENERAL PROVISIONS**

**Section 1.** These Rules of Procedure shall be known as the Bylaws and Rules of Procedure of the Youth Advisory Committee of the City of Dublin. A copy of these Rules and amendments thereto, shall be filed in the offices of the City Clerk for examination by the public.

**Section 2.** These Rules and any amendments hereto shall be effective on the date of the adoption hereof, and shall govern the meetings and activities of the Advisory Committee.

**ARTICLE II**  
**COMMITTEE COMPOSITION AND METHOD OF APPOINTMENT**

**Section 1.** The Youth Advisory Committee shall be composed of a minimum of nine (9) and a maximum of thirteen (13) youth members and three (3) youth alternates. At least three (3) of the Committee Members must be from middle school and six (6) from high school. Additionally, there shall be four (4) non-voting adult members representing Dublin Police Services, Dublin Unified School District, Dublin Chamber of Commerce, and the At-large Community.

**Section 2.** Committee members may resign at any time by giving written notice to the Mayor, City Clerk, and Parks and Community Services Director or his/her designee.

**Section 3.** One member of the Parks and Community Services Commission shall serve as a non-voting member to the Advisory Committee.

**ARTICLE III**  
**TERM OF OFFICE AND REMOVAL**

**Section 1.** Youth Advisory Committee Members shall serve a one (1) year term, commencing June 1 and terminating on the following May 31 (or until their successors are appointed). During the months of June through August, meetings will be held as necessary. At the end of a Committee member's term, the Committee member may be reappointed to the Advisory Committee in the same manner as the initial appointment. There shall be no limit to the number of terms a Committee member may serve.

**Section 2.** Any member of the Advisory Committee members may be removed from office with the approval of a majority of the City Council. Removal and appointment of Committee Members shall be made only at a regularly scheduled meeting of the City Council.

**Section 3.** Committee Members should endeavor to attend all regular and special meetings of the Advisory Committee. The Secretary to the Advisory Committee shall provide the Mayor with quarterly attendance reports by Committee members. After the third absence from a regularly scheduled Committee meeting within any twelve (12) month period, said Committee Member's office shall be automatically declared vacant. Additionally, if a

Committee Member is late by more than twenty (20) minutes to two meetings without permission from said Advisory Committee, this shall constitute one absence.

**Section 4.** If a Committee Member ceases to reside in the City of Dublin, or in the case of youth members, ceases to be enrolled in school, said Committee Member's office shall be automatically declared vacant.

#### **ARTICLE IV** **VACANCIES**

**Section 1.** Vacancies on the Youth Advisory Committee occurring other than by expiration of term shall be filled for the unexpired portion of the term by the alternates. In the event that there are more than two vacancies on the Advisory Committee, vacancies shall be filled in the same manner as the original appointment.

#### **ARTICLE V** **OFFICERS**

**Section 1.** **Election and Term of Office.** The Chairperson and Vice Chairperson are elected by the majority of the Youth Advisory Committee for a one-year term and hold office until their successors are elected, or until their terms as members of the Advisory Committee expire. The officers are elected each year at the June meeting of the Advisory Committee. Elections, whether regular or to fill vacancies shall be held only if a simple majority of the Advisory Committee members are present. The Advisory Committee shall, unless no Committee members meet the criteria, elect Committee members to the positions that have not previously served in the position and that have not declined the appointment, with the intent that no one should serve in the position for more than two (2) consecutive years.

The secretary to the Advisory Committee will be the City Manager or his/her designee.

**Section 2.** **Vacancies.** In case of any vacancy in the office of Chairperson or Vice Chairperson, the vacancy shall be filled by an election held at the first regular meeting after the occurrence of such vacancy. The person so elected shall serve the balance of the term.

**Section 3.** **Duties of Officers.** The Chairman performs the following duties:

- (a) Presides at all meetings of the Advisory Committee.
- (b) Appoints sub-committees and chairpersons of sub-committees as necessary.
- (c) Signs correspondence on behalf of the Advisory Committee.
- (d) Performs other duties necessary or customary to the office.
- (e) Serves the City Council and the residents of the City of Dublin with professionalism and respect.

In the event of the absence of the Chairperson or his/her inability to act, the Vice-Chairperson presides in place of the Chairperson. In the event of the absence of or the inability

to act of both the Chairperson and the Vice-Chairperson, the remaining members shall elect one of their members to act as temporary Chairperson.

## **ARTICLE VI** **SUB-COMMITTEES**

**Section 1.** The Advisory Committee or the Chairperson, upon direction of the Advisory Committee, may appoint several of its members, but fewer than a quorum, to serve as a Sub-Committee. The Advisory Committee may appoint non-members to the Sub-Committee in an effort to obtain additional public involvement as needed. Sub-Committees make recommendations directly to the Advisory Committee.

**Section 2.** A Sub-Committee may not represent the Advisory Committee before the Commission or Council or other bodies unless it has first received the authorization of the Advisory Committee to do so.

## **ARTICLE VII** **MEETINGS**

**Section 1.** The Youth Advisory Committee shall hold regular meetings at least once per month at a designated time and place, which shall be fixed and determined by the Advisory Committee and entered upon its minutes. All meetings of the Advisory Committee shall be open to the public. Special meetings of the Advisory Committee may be called by a majority of the members thereof, or by the Chairperson thereof. Notice of any such special meeting shall be given as required by law.

**Section 2.** A majority of the voting members of the Advisory Committee shall constitute a quorum for the purpose of transacting business. The secretary shall keep minutes of all regular and special meetings of the Advisory Committee, and these shall be sent to all members and administrative officers in advance of the meeting in which they are to be approved.

**Section 3.** Committee Members shall attend all regular and special Committee meetings in person. Committee Members will not be permitted to use teleconference as an option to attend any Committee meetings.

## **ARTICLE VIII** **GENERAL RESPONSIBILITIES OF THE COMMITTEE**

**Section 1.** Provide input on youth services and programming to the Parks and Community Services Commission, City Council and to City Staff.

**Section 2.** Address issues that affect youth in the community.

**Section 3.** Assist with the promotion and implementation of youth activities.

**Section 4.** Generate an annual report on the progress of the Youth Advisory Committee.

Additionally, Committee members are expected to attend all regular meeting and subcommittee meetings as assigned; attend the activities planned and sponsored by the Advisory Committee; and promote youth activities and provide support for successful implementation of youth activities and programs.

**ARTICLE IX**  
**DUTIES OF COMMITTEE TO BE ADVISORY ONLY**

**Section 1.** It is intended that the Youth Advisory Committee shall be an advisory body to the Parks and Community Services Commission and City Council. Nothing herein contained shall be construed as a limitation on the power of the City Council or the Administrative Staff of the City or any other agency in their supervision, or authority over property or personnel which are under their respective jurisdictions. Each Committee Member is expected to serve the City and the residents of the City of Dublin with professionalism and respect.

**ARTICLE X**  
**STAFF ASSISTANCE**

**Section 1.** The City Manager shall provide the Youth Advisory Committee with such information and Staff assistance as the Advisory Committee may, from time to time request, subject to the limitations imposed by the City Council.

**ARTICLE XI**  
**AMENDMENTS**

**Section 1.** These Bylaws and Rules of Procedure may be amended in the same manner as originally adopted.

2585294.2  
2808792.1