

RESOLUTION NO. 22-030.1, Series of 2022

**TITLE: A RESOLUTION TO AMEND RESOLUTION NO. 22-030, SERIES OF 2022, TO APPROVE THE REVISED BYLAWS FOR THE PARKER YOUTH COMMISSION**

WHEREAS, Section 2.07.040 of the Parker Municipal Code authorized the adoption of the Parker Youth Commission (the "Commission") bylaws (the "Bylaws");

WHEREAS, the Bylaws of the Commission were adopted by Town Council on May 16, 2022, by Resolution No. 22-030, Series of 2022;

WHEREAS, the Town Council of the Town of Parker desires to amend the Bylaws of the Authority; and

WHEREAS, the Town Council of the Town of Parker desires to approve the amended Bylaws of the Authority.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PARKER, COLORADO, AS FOLLOWS:

Section 1. The Town Council of the Town of Parker hereby approves the amended Bylaws of the Authority attached hereto as **Exhibit A**.

RESOLVED AND PASSED this 1st day of August, 2022.

TOWN OF PARKER, COLORADO

  
\_\_\_\_\_  
Jeff Feberg, Mayor

ATTEST:

  
\_\_\_\_\_  
Chris Vanderpool, Town Clerk

## EXHIBIT A

### Town of Parker Youth Commission Bylaws

#### SECTION 1. AUTHORITY

Section 6.1 of the Town of Parker Home Rule Charter provides that the Town Council may establish Commissions to have such powers and perform such duties as provided by ordinance. The Youth Commission (“Commission” or “Youth Commission”) for the Town of Parker was established by the Town Council of the Town of Parker by ordinance (the “Youth Commission Ordinance”). The Youth Commission Ordinance may be amended by the Town Council of the Town of Parker, (“Town Council”), through its power to enact and amend ordinances.

Any provision of these Rules of Procedure and Conduct (the "bylaws") which is not in conformance with the Youth Commission Ordinance or other ordinances enacted by the Council shall be of no effect.

#### SECTION 2. PURPOSE

The purpose of the Youth Commission is to provide a means for youth in the Town of Parker to learn about government, participate in the process and to represent and articulate the needs of the community’s youth. The overall objective of the Commission is to provide an opportunity for the youth of the Town of Parker to:

1. Acquire a greater knowledge and appreciation for the political system through active participation in local government.
2. Learn how municipal government works and how municipal services are provided.
3. Provide a means by which the Town’s youth can be heard and share their perspective on issues affecting the lives of young people in areas of social, educational, recreational, cultural and public safety.
4. Assist the Mayor, Town Council and Town Administrator in policy and decision-making, problem solving, and accomplishing community goals as related to youth by working directly with the representatives of the youth.
5. Provide leadership development and experience that will enable youth to become productive citizens and leaders in the community.

#### SECTION 3. DUTIES & RESPONSIBILITIES

The Commission shall perform the duties as authorized by the Town Charter, Youth Commission Ordinance, Bylaws, or otherwise provided by the Town Council.

The duties and responsibilities of the Youth Commission shall be to serve in an advisory capacity to the Town Council. In addition to the advisory role of the Commission, the following duties are assigned:

1. Provide an opportunity for the youth of Parker to acquire a greater knowledge of and appreciation for the American political system through active participation.
2. Make recommendations to the Mayor and Town Council on matters affecting youth in Parker and identify opportunities to increase youth participation and involvement in local government.
3. Relay information from the commission to the community; particularly share updates about commission opportunities, activities, events, projects and other important updates relevant to and for Parker's youth.
4. Serve the youth of Parker by:
  - a. Informing the Parker municipal government of the needs and wishes of the youth.
  - b. Planning and implementing social, educational, public safety, cultural and recreational activities for youth, subject to approval by the Town Administrator or designated staff.
  - c. Organizing and performing service projects, events or functions that benefit the Parker community, subject to approval by the Town Administrator or designated staff.
  - d. Creating recognition programs for youth, subject to approval by the Town Administrator or designated staff.
  - e. Working with the Mayor, Council, Department Directors, schools, civic clubs and service organizations to provide service and leadership opportunities for the youth.

Commissioners serve in a volunteer role and are not compensated for their service or their travel to attend Commission meetings or events.

Commissioners carry out their duties as a group and do not have the individual authority or responsibility to implement action on behalf of the group, authorize the expenditure of Town funds, or direct Town staff. Commissioners are encouraged to attend Commission events and may choose to act in volunteer positions at these events.

#### SECTION 4. STAFF

The Commission works closely with the Town Administrator's Office and other assigned Town staff; however, the Commission does not exercise direction or authority over staff. Decision-making matters of administrative concern shall rest with the Town Administrator and designated staff.

#### SECTION 5. MEMBERS

The membership of the Commission shall consist of nine (9) members who have been appointed by the Town Council. The number of Commissioners may be expanded or decreased from time to time upon recommendation by the Commission and approval by the Town Council.

## Criteria to Serve on Youth Commission

1. Must reside within the Town of Parker service area; however, youth with strong ties to Parker (attend school, work, etc.) that reside in Douglas County may also be considered for membership.
2. Must attend a Colorado recognized high school or home school or in study in grades 9-12
3. Must be willing to regularly attend meetings of the Commission.
4. Must demonstrate community interest and a willingness to serve the youth and community of Parker.
5. May not be currently employed by the Town of Parker.

## SECTION 6. FUNDING AND BUDGET

The annual budget prepared by the Town Administrator and approved by the Town Council shall contain such appropriations as the Town Council deems necessary and appropriate to fund the Youth Commission and related programs and activities in the Town of Parker.

The Youth Commission budget is administrated by and all expenses must be approved by the Town Administrator. All donations, grants and revenues will be deposited into Town accounts in the proper fund and administered as part of the Town's budget.

Commissioners do not have the authority to expend funds, make funding commitments, or enter into contracts on behalf of the Town.

## SECTION 7. MEETINGS

All Commission meetings shall be open to the public.

Regular Commission meetings shall be held at least once a month at a designated time. If such meeting dates fall on a legal holiday, the Commission shall determine the change of date, and all members will be notified at least seven (7) days prior to the change of meeting.

Special meetings of the Commission shall be held when:

1. Requested by the Chair of the Commission, or
2. Approved by a majority vote of the Commission at a regular meeting, or
3. Requested by a majority of Commissioners.

All Commissioners and representatives will be notified at least seventy-two (72) hours prior to the meeting of the time and place of a special meeting.

Minutes shall be filed with the Town Clerk after they have been approved by a majority of the Commission. The minutes shall reflect pertinent information, such as members present, motions,

actions and other proceedings of the Commission, and will be available for public inspection during regular business hours.

## SECTION 8. OFFICERS

The Commission shall be composed of four officers: Chair, Vice-Chair, Treasurer and Secretary. Each officer may serve one term, except the Vice-Chair who immediately assumes an additional one-year term as Chair. Treasurer and Secretary are limited to two terms. The Vice-Chair is limited to one term as Vice-Chair and one term as Chair.

### A. Selection of Officers

The Council will appoint the Vice-Chair of the Commission for a one-year term in September August of each year. The term shall begin on September 1 and end on August 31 of each year. Notwithstanding the foregoing, the initial appointment in 2022 shall be made in September 2022 and the term shall end on August 31, 2023. Upon completion of the Vice-Chair's term, the Vice-Chair will assume the role of Chair.

The Council will also appoint the initial Chair. This initial appointment in 2022 shall be made in September 2022 and the term shall end on August 31, 2023. Thereafter, the Vice-Chair will assume the role of Chair upon completion of the Vice-Chair's term.

The Commission will elect officers by majority vote to fill the positions of Treasurer and Secretary on an annual basis ~~in September of each year.~~

### B. Responsibilities of Officers

#### 1. Chair:

- a. The Chair serves a one-year term immediately following their term as Vice-Chair.
- b. The Chair is responsible for the tasks set below.
  - i. Set meeting agendas in partnership with assigned Town staff.
  - ii. Preside at all meetings of the Commission.
  - iii. Act as a spokesperson for the Commission for purposes of communicating to the Town staff or Council.
  - iv. Appoint Committees and Committee Chairs when necessary.
  - v. Call special meetings if needed.
  - vi. Ensure all Commission actions are taken properly.
  - vii. Mentor and assist new members on the Commission.

- viii. Act as liaison with the Town Administrator and assigned staff regarding all Commission issues.

## 2. Vice-Chair

- a. The Vice-Chair serves a one-year term.
  - i. This position is filled by appointment by Town Council.
  - ii. The Vice-Chair will immediately assume the role of Chair upon completion of their one-year term as Vice-Chair.
- b. The Vice-Chair must be a Freshman, Sophomore or incoming Junior or equivalent to allow ~~secession~~succession to Chair position.
  - i. It is recommended, but not required, that the Vice-Chair have served on the Commission prior to appointment.
- c. The Vice-Chair is responsible for the tasks set below.
  - i. Serve as Chair in the absence of the Chair.
  - ii. Facilitate the development of meeting agendas.
  - iii. Assist the Chair with any additional Commission business.
  - iv. Mentor new members on the Commission.
  - v. Carry out special assignments as requested by the Chair.

## 3. Treasurer

- a. The Treasurer serves a one-year term. This position is filled according to voting procedures as defined ~~above~~below.
- b. The Treasurer works closely with the Town Administrator or designated staff and has no budget authority.
- c. The Treasurer is responsible for the tasks set below.
  - i. Create, manage, and submit a proposed annual budget for the Commission subject to approval from the Town Administrator or designated staff.
  - ii. Assure that accurate financial records are maintained.
  - iii. Track budget expenditures.
  - iv. Create project cost estimations.

#### 4. Secretary

- a. The Secretary serves a one-year term. This position is filled according to voting procedures as defined ~~above~~below.
- b. The Secretary is responsible for the tasks set below.
  - i. Notification of meeting times and dates to the Commissioners.
  - ii. Track all motions and votes taken within the meetings.
  - iii. Track meeting attendance.
  - iv. In coordination with all officers, create talking points from meetings to share with the Town Council.
  - v. In partnership with staff, ensure that accurate minutes are taken at each meeting and distributed to Commissioners. Minutes must be filed with the Town Clerk and kept on file at Town Hall for public inspection.

#### C. Vacancy of Office

If the Secretary or Treasurer vacates an office before his/her term is completed, a new officer shall be elected at the next regular meeting. If the Chair vacates office before his/her term is completed, the Vice Chair shall assume the role of Chair at the next regular meeting. If the Vice-Chair vacates office before his/her term is completed (either to assume the role of Chair or otherwise), the Town Council shall appoint a new Vice-Chair as soon as practicable.

A person elected or appointed to fill vacancies shall hold the office for the unexpired term of his/her predecessor in office. Subsequent terms must be re-appointed or re-elected.

### SECTION 9. CONDUCT OF BUSINESS

#### A. Quorum

No business of the Commission shall be transacted, except at a regular or special meeting at which a quorum of the Commission shall be present. A majority of Commissioners shall constitute a quorum for the transaction of business.

#### B. Vote Requirements

Any recommendation or action of the Commission shall require the affirmative vote of a majority of the Commissioners present and voting.

#### C. Deadline for Agenda

The deadline for placing an item on the agenda will be five days prior to the scheduled meeting. The agenda will be posted and distributed to Commissioners 72 hours prior to the meeting.

#### D. Code of Conduct

1. It is expected of each Commissioner that they conduct themselves in a positive, respectful, polite, and professional manner during all Youth Commission functions and any time representing or speaking on behalf of the Commission.
2. Commissioners will welcome new members and mentor them through the meetings.
3. There will be a dress code in place at every meeting and when representing the Youth Commission. Commissioners are expected to dress appropriately in casual, business casual, smart casual, business attire unless the meeting's tasks require otherwise.
4. There will be no use of cell phone during meetings.
5. Commissioners will be dependable and perform their duties promptly and reliably and will advise the Commission Chair as soon as possible if late or absent to a Commission meeting.
6. Commissioners will sign an acknowledgement of the Code of Conduct

#### E. Code of Ethics

Commissioners are expected to comply with the Town's Code of Ethics as codified in Chapter 2.05 of the Parker Municipal Code, as amended.

#### SECTION 10. APPOINTMENT, TERM OF SERVICE AND VACANCIES

All Commissioners are appointed by the Town Council after submitting an application and a letter of recommendation and participating in an interview with Town Council representatives, the Town Administrator and/or designated staff.

Commissioners will serve for a term of two (2) years, with appointments and reappointments to be made in August or as vacancies arise; provided, however, the initial appointments in 2022 shall be made in September 2022. Commissioner terms shall begin on September 1 and shall end on August 31 two years later, except as provided below. The terms of service of the Commissioners who are initially appointed shall be staggered so that five (5) of the initial Commissioners are appointed for two-year terms and four (4) of the initial Commissioners are appointed for one-year terms; provided, however, following the initial appointments in 2022, the terms shall end on August 31, 2024, and August 31, 2023, respectively. Thereafter, Commissioners shall be appointed for two-year terms. A Upon completion of high school or 12<sup>th</sup> grade, those Commissioners's final term will end in August who have completed high school or 12<sup>th</sup> grade shall vacate their positions as Commission members on August 31 following completion of high school or 12<sup>th</sup> grade. Commissioners can continue to serve additional consecutive terms with input from the Town Administrator and designated staff, and approval of the Town Council.

Commissioners shall continue to serve on the Commission, unless they have missed two (2) consecutive unexcused meetings, their terms expire, they are removed from the Commission by Council, they resign, or they are incapacitated to an extent which prohibits the proper performance



of duties. To fill a vacancy, the Town will solicit applications from the community. Town Council representatives, the Town Administrator and designated staff will interview applicants before being approved by Town Council.

#### SECTION 11. ATTENDANCE

Commissioners are expected to attend all regularly scheduled and special meetings. Commissioners should not miss no more than twenty-five percent (25%) of regularly scheduled Commission meetings during their term. Commissioners must report absences in advance to the Chair or the assigned Town staff. Absences reported in advance will be considered excused. In case of emergency, Commissioners must report their absences as soon as possible. The Chair shall determine if the emergency constitutes an excused absence. This decision may be appealed to a vote of the Commission.

It is the responsibility of absent Commissioners to contact the Chair for information that was missed. Any Commissioner may request a leave of absence for no more than four (4) meetings by submitting a request in writing with a brief explanation for the reason for the leave to the Commission for approval. No more than two (2) Commissioners may be granted a leave of absence at any one time.

Commission member's position is declared vacated if more than two (2) unexcused consecutive meeting absences occur.

#### SECTION 12. MODIFICATION OF BYLAWS

These rules of procedure and conduct shall only be amended by Town Council resolution.

Approved by Town Council Resolution No. 22-030. Revised by Town Council Resolution No. 22-030.1.

The Commission's business office shall be at Parker's Town Hall, 20120 East Mainstreet, Parker, Colorado 80138.