

# Milwaukee County Commission on Youth

## Official Bylaws

### Article 1. Name

The name of this body shall be Milwaukee County Commission on Youth or for the purposes of this document, hereinafter referred to as the "Youth Commission".

### Article 2. Purpose

The purpose of the Youth Commission is to provide young people in Milwaukee County with a unique experience in community service, civic engagement, and policy and budget decision-making.

- Serve and advance the interests of Milwaukee County youth
- Make advisory recommendations about policy and budgetary decisions to the Milwaukee County Board of Supervisors
- Learn how local county government functions and how county services are provided
- Advance Milwaukee County's mission of achieving racial equity

### Article 3. Functions, Powers, and Duties

The youth commission shall have all powers, duties, and responsibilities as outlined in Milwaukee County General Ordinances (MCGO) Chapter 106. These powers, duties, and responsibilities outlined in Chapter 106 shall include:

1. To serve and represent the district in which they reside;
2. To gain exposure and knowledge about the operations of the Milwaukee County government and its entities;
3. To assist the advisory board and county government to determine the needs and concerns of youth throughout Milwaukee County;
4. To have direct access to a group of five adult advisors, one of which is appointed by the Youth Commission;
5. To draft, adopt, and amend its governing bylaws with the assistance of the commission's adult advisors and relevant Milwaukee County departments and divisions;
6. To review policy and budget proposals that impact youth within Milwaukee County and shall provide advisory recommendations to policymakers for consideration;
7. To promote an annual "Take A Child to Work Day" throughout Milwaukee County.

## Article 4. Membership

- (a) *Eligibility.* Eligible youth must be age fourteen (14) to eighteen (18), actively enrolled in high school, and live in Milwaukee County.

To be eligible, all Youth Commission members must (as of the first date of their first term):

A) Have achieved high school status;

B) Currently attend high school or alternative school; and

C) Have met other qualification criteria as established by the commission under 106.04.

- (b) *Election Terms.* As noted in Section 106.08 of MCGO, commissioners shall be appointed to terms that end January 1, 2025. Commissioners selected to serve on subsequent commissions on youth shall serve a maximum of (2) two-year terms

- (c) *Removal of membership.* Frequent absences may result in Youth Commission Adult Advisors requesting that the Youth Commissioner consider resigning from their role to allow other students to represent and serve. If a Youth Commissioner anticipates they will be absent from a regular or committee meeting, they should alert the Youth Commission coordinator or Adult Advisors prior to the meeting time. Frequent absence is defined as missing more than two (2) meetings of the Committee of the Whole and/or missing more than one (1) committee meeting per calendar year without a valid excuse. The Youth Commission Co-Chairs shall agree on final decisions regarding removal. If the Co-Chairs do not agree, the Youth Commissioner shall remain a member of the Commission unless they resign or accrue additional absences.

## Article 5. Meetings

- (a) *Regular meetings.* Regular meetings of the Youth Commission shall convene at 5:30 p.m. unless otherwise designated. A regular meeting and both committees of the Youth Commission shall be scheduled generally on a Wednesday within each month. August will not have a regularly scheduled meeting of the youth commission.

- (b) *Virtual or hybrid meetings.* The Youth Commission may convene and meet remotely via telephone conference or video conference.

- (c) *Special meetings.* Special meetings, if virtual, may be conducted if the regular meeting of the Youth Commission needs to be rescheduled.

## Article 6. Application of Robert's Rules of Order

Robert's Rules of Order Newly Revised" shall govern the proceedings of the Youth Commission in all cases to which they are applicable and in which they are consistent with these rules or the laws of the state.

## Article 7. Opening of meeting

- (a) *Call to order.* At the hour of meeting, a Youth Commission Co-Chair shall call the members to order and shall request all members present to rise for the pledge of allegiance and a moment of silent prayer and meditation. In case of the absence of a co-chair, the chairperson of the committee that focuses on finance shall preside. If the case of the absence of this chairperson as well, the order of succession is as follows: chair of the non-finance committee, first vice chair of the finance committee, first vice chair of the non-finance committee, second vice chair of the finance committee, second vice chair of the non-finance committee.
  
- (b) *Roll call.* The presiding Youth Commissioner shall direct the calling of the roll and shall mark those commissioners who are present "present," and those who are absent "absent," and those who are excused by the chair "excused, ". If a majority of the members-elect are present, the co-chair shall announce the presence of a quorum. If no quorum is present at any regular or special meetings of the Youth Commission, items required for action to be taken will be laid over to the next regular meeting of the Youth Commission.
  
- (c) *Order of business.* The order of business shall be as follows:
  - (1) Roll call
  - (2) Resolutions by and from standing committees
  - (3) Presentations by Youth Commissioners
  - (4) Reports from Adult Advisors
  - (5) Open Forum
  - (6) Announcements and remarks
  - (7) Adjournment

## Article 8. Voting

- (a) *Quorum.* A majority of the commissioners in the Youth Commission shall constitute a quorum for the transaction of business. All questions shall be determined by the majority of the commissioners present, unless otherwise provided by the bylaws of the youth commission.
  
- (b) *Roll call votes obligatory; when.* When a member of the commission requests a roll call vote. A co-chair commissioner shall call the roll in alphabetical order, with the co-chair commissioner voting last, and give to the co-chair commissioner the final number of voting on each side. Debate closes with the commencement of the roll call and no motion shall be received until after the result of the voting is announced by the co-chair.

All members shall be in the board room when voting, or present if appearing remotely. A roll call vote must be taken on:

- (1) Each committee report, and any proposed amendment(s) thereto. A motion to place on file may be by voice vote by unanimous consent;
- (2) Any action under the suspension of rules
- (3) Any action to suspend the rules, unless unanimous consent be granted;
- (4) Elections to committees and positions to be filled by the youth commission.

(c) *Measures required to be adopted by affirmative vote of two-thirds or more members elect of the commission.* The following matters require the affirmative vote of two-thirds (2/3) or more of the members-elect of the youth commission as hereinafter designated:

- (1) Any resolution requesting transfer of funds from contingency appropriation.
- (2) Any resolution requesting the creation of a new standing committee.
- (3) Any resolution recommending new, permanent, or temporary positions or increasing salaries or other employment benefits which is acted upon the county board after the adoption of the budget applicable to the period in which the ordinance or budget would become effective.
- (4) Any amendment to the by-laws of the Youth Commission.

(d) *Changing votes during meetings.* Members may change their votes from "aye" to "nay" or from "nay" to "aye" on any matter prior to the co-chair announcing the vote.

## **Article 9. Speaking at meetings**

When any commissioner is about to speak in debate or present any documents to the commission, they shall raise their hand and respectfully address the co-chairs. Upon being recognized, the commissioner shall not be interrupted except by a call to order.

## **Article 10. Resolutions**

Every resolution or proposed action item presented to the Youth Commission shall be in writing and shall have a title expressing the general subject of the resolution or proposed action item. Resolutions which direct that an action be taken shall specify by name and/or title the official(s) responsible for taking such action.

## **Article 11. Standing committees**

(a) The following standing committees are:

1. Committee on Governance, Finance, and Evaluation
2. Committee on Community Engagement and Racial Justice

(b) *Committee general procedure.* The attendance of a majority of the members shall be requisite to convene the business of the committee. All actions taken by the committee shall be by roll call vote.

## **Article 12. Decorum of commissioners in committee meetings**

Commission and committee members must be mindful of their obligation to be respectful, attentive, and patient. Commissioners shall avoid offensive remarks and be courteous of all race/ethnicities, sexual orientations, and gender identities.