

**SAN RAMON  
TEEN COUNCIL  
GUIDELINES AND BY-LAWS**

*Approved by the San Ramon City Council August 23, 1994  
Amended by the San Ramon City Council June 23, 1998  
Amended by the San Ramon City Council May 24, 2005  
Amended by the San Ramon City Council April 25, 2006  
Amended by the San Ramon City Council July 24, 2007  
Amended by the San Ramon City Council March 13, 2012  
Amended by the San Ramon City Council February 26, 2013  
Amended by the San Ramon City Council February 10, 2015  
Amended by the San Ramon City Council March 12, 2019*

**ARTICLE I:     NAME**

- A.     The name of this group shall be the San Ramon Teen Council (hereinafter referred to as "Council").

**ARTICLE II:    HISTORY**

- A.     The Council was established by the City Council on August 23, 1994.

**ARTICLE III:   PURPOSE**

- A.     The purpose of the Council is to offer a leadership experience for the teen population in San Ramon in addition to acting as a liaison between the teens of San Ramon and the City Council and the Parks and Community Services Commission; and representing the interests of San Ramon's teens in a local government style forum.

**ARTICLE IV:    CHARGE**

- A.     The Council's main objectives are to:
  - 1.     Make recommendations to the staff, Parks and Community Services Commission and City Council on the delivery of teen programs, facilities, activities, services and policies.
  - 2.     Appoint Policy, Program, and Facility, standing sub-committees and other sub-committees as necessary to provide preliminary review and comment of recommendations prior to being presented to full Committee.
  - 3.     Receive and evaluate input from the community, including input from other individuals and organizations on issues relevant to teen programming.
  - 4.     Act as a liaison for teen issues to other governmental, non-profit and private organizations.
  - 5.     Serve as a resource and advocate to the City on teen issues.
  - 6.     Provide feedback to staff on the assessment of current and future needs of the teen community for the purpose of program and facility planning.
  - 7.     Be a channel of communication between the staff, the teen participants and the teen community.

ARTICLE V: MEMBERSHIPS

- A. The Council shall consist of 17 voting members and two Alternates who are community representatives, including the Student Member of the Parks and Community Services Commission. Members shall meet any one or more of the following criteria:
- Are interested or knowledgeable in teen issues;
  - Have prior experience in community projects or activities;
  - Have prior experience in a community-based organization.
- Applicants must meet all of the following qualifications;
- Be enrolled in High School (grades 9 – 12)
  - Applicants should have the ability to take an active role in Council meetings and projects, and be able to participate a minimum of eight hours per month in programs and activities. Three failures to participate in a minimum of eight volunteer hours per month shall constitute voluntary resignation from the Council.
  - Not currently serving on any other City Advisory Committee
- B. The Council will have voting capacity. The Alternate Members shall serve to include voting rights in the order of designation in the absence of a Council member. The Alternate members must attend a minimum of one meeting per quarter and should receive agenda and minutes for all meetings. The Council will also include one liaison from the Parks and Community Services Commission, San Ramon Police, and City Council who will be non-voting members. Two non-voting City staff members (Director, Division Managers, and/or Program Coordinator) will serve to provide professional expertise, program and budget advice, and assistance with applicable open meeting regulations.
- C. Residents and non-residents meeting the qualifications and interested in serving on the Council shall complete the appropriate application form. No more than 2 non-San Ramon residents may sit on the Council at any one time. An application filing period will be announced publicly in order to solicit applications when vacancies exist on the Council.
- D. All 17 Council Members and two alternates (designated as Alternate #1 & #2) shall be appointed by the City Council. Prior to final approval and appointment by the City Council, interviews will be conducted by the Commission. A recommendation will be forwarded to the City Council by the Commission.
- E. Members and Alternates will serve a one-year term on the Council or until an Alternate in the order of designation is appointed and able to serve. Incumbents wishing to reapply will be re-interviewed by the Commission and re-appointed by the City Council. Terms will commence in August of each year.
- F. Members wishing to resign from the Committee must provide a written resignation addressed to the City Clerk. Once the resignation is received by the City Clerk, the Alternate fills the vacancy in the order of designation. If an Alternate is not available,

the City Clerk will fill the vacant position with the first candidate on the ranked waiting list created by the Parks and Community Services Commission and approved by the City Council.

ARTICLE VI: COMMITTEE ORGANIZATION

- A. Meetings will be held a minimum of every month from August through May. Additional meetings may be scheduled as deemed necessary by the Chair of the Council or by Department staff.
- B. Quorum: A majority of voting members in good standing shall constitute a quorum for the purpose of action on any issue or agenda item.
- C. Members shall notify the Chair or staff in the event of an anticipated absence from a regularly scheduled meeting. Three absences in any twelve-month period shall constitute voluntary resignation from the Council. If due to unforeseen circumstances, a Council member cannot fulfill his/her duties, the Council member may request Alternate status through the Chair. If approved, Alternate #1 fills the vacated position, Alternate #2 moves to #1 and the former Council member fills the Alternate #2 position. However, in this case required attendance of an Alternate Member must be maintained and the member remains an Alternate through the remainder of the term. If the Council member vacating the position is an officer, the Council should promote or elect new officers from the existing Committee. Attendance records will be maintained by staff.
- D. Meetings shall follow the Brown Act Laws for Open Public Meetings, Government Code Section 54950.5, and public input during a public forum shall be established and supported. Standard rules of parliamentary procedure will govern meetings.
  - 1. Agendas: A written agenda shall be developed by the Chair and the staff, and shall be delivered to all Council members at least 72 hours in advance of Council meeting.
  - 2. Minutes: Written summary minutes shall be recorded by the Secretary of the Council, typed and issued by staff to all Council members for their approval.
  - 3. Written Correspondence/Verbal Communication: All written official correspondence and verbal communication representative of the Council that is directed to any outside agency, organization or person shall have the knowledge and consent of the Council.
- E. Officers:

The City Council shall appoint a Vice Chairperson, the Vice Chairperson position will be a two-year appointment that automatically rolls into the Chairperson position in the second year. The chairperson will also serve as the Student Member of the Parks and Community Services Commission. The Teen Council will elect a Secretary from their members each September.

- a. Chairperson: Shall preside at all meetings of the Teen Council; decide on all points of order; appoint sub-committee membership; follow up on work of sub-committees; represent Teen Council to City Council and Parks and Community Services Commission; call special meetings; coordinate agenda preparation with staff; encourage active participation of members.
- b. Vice-Chairperson: Shall preside at all meetings in the absence of the Chairperson. In the event that the Chairperson is unable to complete their term the Vice-chairperson will complete the Chairperson's term and will continue as the Chairperson for the next year per their original appointment.
- c. Secretary: Shall take minutes for all Teen Council meetings and fill in for Vice-Chairperson if required.

F. Staff:

Shall record all activities of the Council and keep written summary minutes of all Council meetings; record attendance; arrange for filling vacancies; prepare agenda in consultation with Chair; provide information necessary for Council work; assure compliance with applicable laws; lend professional expertise; track time spent on Council work.

G. Liaisons:

The Teen Council will appoint a liaison for each City of San Ramon Advisory Committee from their membership who will attend meetings and provide input and insight on issues pertaining to teens.

ARTICLE VII: POWERS OF COMMITTEE:

- A. Council members may recommend and the Committee may establish sub-committees as deemed necessary. Appointment of sub-committee members will be made by the Chair. Sub-committees may consist of persons not on the Teen Council, and may be of any size. Sub-committee Chair will be elected by the sub-committee membership. Sub-committees will be appointed either for single task force assignments or as an ongoing standing sub-committee. Sub-Committees are for the sole purpose of researching, reviewing, or providing overall policy direction on programs, facilities, or services prior to being presented to the full Council.
- B. Council will submit recommendations to the Parks and Community Services Commission and City Council in writing, as approved by a majority of the Council.
- C. Council shall establish annual goals and action plan consistent with City Council policies and direction.

ARTICLE VIII: AMENDMENTS

- A. Any proposed amendment to these bylaws must be approved by a majority vote of the Council, the Commission, and ratified by the City Council.