CITY OF OAKLAND

YOUTH LEADERSHIP & DEVELOPMENT • 150 FRANK H. OGAWA PLAZA, SUITE 4211 • OAKLAND, CA 94612

Department of Human Services
Oakland Youth Advisory Commission

(510) 238-3245
Fax (510) 238-3320

Youth Advisory Commission

Thursday, January 9, 2020
1 City Hall, Hearing Room 4, 2nd Floor

Dinner

4:30-5:00 PM

General Meeting

5:00 – 7:00 PM

AGENDA

		Estimated Time
1.	Pre-Meeting Dinner	30 minutes
2.	Call to Order	
3.	Roll Call	2 minutes
4.	Review Commission Agreements	3 minutes
5.	Welcome from Executive Committee, Advisors, & Staff	10 minutes
6.	Icebreaker	15 minutes
7.	Approval of Minutes from December 12, 2019	3 minutes
8.	Agenda Review/Modifications	2 minutes
9.	New Business	
	1. Review OYAC By Laws *Informational/Discussion Item*: Youth review by laws and determine if there are any amendments needed before moving into nominating and voting.	10 minutes
	2. Nominate and vote for Executive Committee *Action Item: Youth have time to nominate Commissioners to EC positions and vote.*	20 minutes
	3. OYAC Gives Back Participation *Action Item: Youth introduced to mini grants participation requirements and determines who would like to join*	10 minutes
	4. Ad Hoc Committees *Discussion Item: Youth consider the issues and form ad hoc committees*	20 minutes
10.	Committee and Staff Updates	10 minutes
	1. Staff Updates: - Collect W9 and photo release forms - Save the date for the February retreat 2/15-2/16,	

details TBA and formation of a retreat planning committee
- Open vacancies: recruiting one more Commissioner for District 7
- Mandatory Ethics Training on 1/30 at 6 PM in Hearing Room 2
- Water filter purchase
- Rocket Books purchase
- OYAC office cleaning update

2. Committee Updates
   - Media and Public Relations Officer: Group text

11. Public Comments/Open Forum __ minutes

12. Items for New Agenda 5 minutes
    1. Power Mapping, Guest Speaker and All City Council Update on 1/23
    2. Homelessness Update on 2/13

13. Announcements 5 minutes

14. Meeting Adjourned

AGENDA MEETING INSTRUCTIONS

Procedures for Public/Community Comment: The public may speak on any item appearing on the agenda for up to three minutes. To do so, you must raise your hand and be acknowledged by the chairperson.

Where to Obtain Agenda Related Materials: Copies of the agenda package are available by contacting the commission at (510) 238-3245, youthcommission@oaklandnet.com, or 150 Frank Ogawa Plaza, Suite 4211, Oakland, CA 94612. You may also find copies online at https://www.oaklandca.gov/boards-commissions/youth-leadership-and-development.

Information About Special Access or Policies: In compliance with the Americans with Disabilities Act, if you need special assistance to attend and participate in the Youth Advisory Commission meetings or its committees, please contact Carina Lieu, Youth Leadership & Development Coordinator at (510) 238-3245, clieu@oaklandca.gov, or 150 Frank Ogawa Plaza, Suite 4211, Oakland, CA 94612. You will need to notify us at least two full business days in advance. Late requests will be honored, if possible.

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Open Forum: This agenda item is an opportunity for community members to comment on an item of interest that is relevant to Oakland's Youth Advisory Commission. If there are no community members interested in speaking, Oakland Youth Advisory Commissioners will choose a youth issue to discuss.

Carina V. Lieu Date
Youth Leadership and Development Coordinator
Department of Human Services

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Youth Advisory Commission General Meeting Agenda
Thursday, December 5, 2019
Meeting: 4:30 P.M. – 7:30 P.M.
150 Frank H. Ogawa Plaza, 4th Floor, Conference Room 1

AGENDA

Present: Benjamin Salop, Rachel Dharmapalan, Natalie Dharmapalan, Julia Basch, Aa'Jahlee Soleil Long, Alessandra Mohar, Kimora Oliver, Ivan Garcia, Maxwell Stern, Francesca Berlow, Jessica Ramos, Barrett Valentine, Harper Valentine, and Brandon Frith.

I. Call to Order
   A. Roll Call and Quorum
      a. Meeting called to order at 4:45 PM by B. Salop
   B. Agenda Review/Modifications
   C. Approval of Minutes from November 14, 2019 Meeting *Action Item*
      a. Minutes were not made available by staff for approval.

II. Welcome/Icebreaker
   A. Check-In:
      a. 4: 46 PM: Pair Share
      - Who are three people you know in the group?
      - What are two things you ate today?
      - What is one kind thing you did this week?
      b. Group Wraparound
      - What is your name?
      - What is one high of the day?
      - What is one low of the day?
   B. Commissioner Updates

C. Staff Updates: Welcoming of Carina Lieu to OYAC again. Carina provides an overview of professional and personal background. Cupcakes served.

a. Staff reviews Section IV of the OYAC Bylaws

i. Attendance requirements:

1. 3 absences over 6 months
2. 2 15 minute lates = 1 absence
3. Trainings/retreats are seen as meetings

ii. Meeting schedule in 2020:

1. Jan 9 and Jan 23
2. Feb 13 and Feb 27
3. March 12 and March 16
4. April 9 and April 23
5. May 14 and May 28
6. June 11 and June 25

III. New Business

A. 5 PM: Census 2020 Presentation

- First primarily digital census
- Accessibility
  - It is only translated in the written format in English and Spanish. There are 13 languages translated for the census online and over the phone. Additional language translations are offered online through videos.
  - Nonprofit centers help support census takers
  - Currently Census is in outreach phase.
- Questions
  - How does the census count homeless people? There is a second count for people living in transitory locations, includes the homeless, incarcerated populations, students living in dorms, foster youth, etc.
  - What is the age requirement for a person to fill out the census? There isn't an age requirement. Everyone in the household reports based on their relationship to the person filling out the census.
  - How are split households counted? These households can decide where to count the child with whichever parent decides.
  - Gender. There are only male and female genders on the labels

        - Race. The ethnicities for people are designated separate for races. Hispanic/Latino is independent from all other races.
    - Confidentiality:
        - Census data is confidential under the census laws.
        - The data cannot be shared or used to determine benefits eligibility.
    - City of Oakland is considered a hard-to-count area. Over 50% of Oakland was not counted in the 2010 Census; these tracts were all along east Oakland. Not being counted reduces the amount of Community Development Block Grants allocated to the city by the state and results in inequitable funding outcomes. It is estimated that each person uncounted results in a loss of $1000.
        - Reasons for undercounting in Oakland: distrust of federal government, multiple households reside in one address, limited English speaking households, crowded units, renter-occupied units, substantial unhoused population.
    - OYAC members are asked to fill-out their Census, inform other people to complete the Census, sign up to become a County Census Ambassador (www.acgov.org/census2020), canvas if over age 18 (or tell their friends/family), and to use the #oaklandcounts on social media.

5:40 PM Break
5:50 PM Icebreaker: Human Bingo

B. Oakland's Environmental Climate Action Plan Primer
    a. Staff provides an brief overview of seven parts of the 2030 ECAP and two questions requested by Sustainability staff specifically related to transportation, adaptation, and land use/housing for youth to consider during a public commenting period next Thursday, 12/12/19:
        i. How can we make the ECAP, and the actions in it, more accessible, equitable, and inclusive for Oakland youth? Think especially about planning, tracking over time, and implementation – especially for things in the sections highlighted above.
    b. How can we have better climate education and awareness, both in and out of school? Note that staff is also working with OUSD/ECCL on climate curriculum.

C. KTOP TV *Inside City Hall* Program

a. Seeking three Commissioners: experienced, in-between, and least experienced to talk about the work of the Commission. Must be available 12/13 3:45 PM.
b. Interested Commissioners filled out a card with their name and staff selected the following three names at random to represent the three levels of experience: Rachel Dharmapalan (Peer Advisor, Commissioner for 4 years), Ivan Garcia (second term Commissioner), Benjamin Salop (new Commissioner 2019-2021).

V. Public Comment

VI. Announcements

A. Commissioners completed an Exit Ticket to reflect upon their learning from the day.

VII. Adjourn

- Commissioner B. Salop adjourned the meeting.

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OYAC 1/9/2020 Meeting

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Pre-Meeting Dinner Social Agenda

4:30-4:45: Settle in, get food, self-care

4:45-5:00: Check-in question

[redacted]

Commission Agreements

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1. **Respect** – being on time, responding on-time to communication, show up ready to work, being mindful of appropriate use of technology, using professional etiquette, using professional language
2. **Build** – building community, working toward community goals, improving work and group dynamics, participating in activities with a productive attitude
3. **Perseverance** – struggling through challenges, balancing multiple priorities, stepping out of comfort zone, challenging oneself
4. **Lead** – stepping up, volunteering, setting an example through action, answering/asking critical questions, embodying the core values

Mastery Skills

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- **Community Transformation** – producing work that contributes to the transformation of oppressive conditions impacting the community socially, politically, economically, and environmentally.
- **Critical Consciousness** – developing an analysis of the institutional challenges that perpetuate oppression on poor, people of color, women, non-gender conforming, disabled, & LGBTIQ communities
- **Effective Communication** – mastery of oral/digital/written presentations for public, and to city officials, staff and Oakland youth/parent community
- **Effective Collaboration** – mastery of being an effective member of a team in contributing efforts that lead to achieving joint goals, supporting community members in their agenda addressing relevant issues

Welcome

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Icebreaker

Follow the Leader

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		Quarter 1		Quarter 2		Quarter 3	
		1-Jan	29-Feb	1-Mar	30-Apr	1-May	30-Jun
IDENTIFYING YOUTH NEEDS	Surveys and background research	Ideally in Q1 – develop questions and conduct survey					
	Meeting w/other youth groups	Quarterly at least as a group or more individually					
	Support other youth initiatives/forums	As they emerge					
	Organizing a youth forum or similar project	TBD					
POLICY/ADVOCACY	Track City Council Mtgs/Agendas	Weekly, by ad hoc committee					
	Attend a CC meeting	Every Commissioner will attend at least 2 CC meetings					
	Testify at relavent CC hearings	TBD					
	Meet w/City depts, issue specific advisory bodies & policymakers	As they emerge; each member should meet with their Council Member at least once per semester					
	Meet with Mayor	Bi-annual/TBD					
	Resolution and/or Rec Report to CC	At least (1) action per committee and (1) policy brief					
	Annual Report to CC	Spring 2018					
	Campaign around high priority issue(s)	1					
SPECIAL PROJECTS	#OYACgivesback Mini-grants Committee	As they emerge; multiple from January – August					
	Social Media Presence	Social Media Ad Hoc Committee					
	*Special project or event of the full Commission that allows all Committees space for their work	1					
AMBASSADOR ACTIVITIES: events, forums, summits, conferences	Youth Commission Convening	TBD					
	All City Council Meetings/Retreat	Multiple per year for OUSD Students Only					
	Community/City Events	2 events per year | http://www2.oaklandnet.com/Events/index.htm | http://oaklandlibrary.org/events					
	Mayoral & CC Events	Multiple events per year					
LEADERSHIP TRAININGS	Skills building and/or topic specific	1		TBD		TBD	
	TBD Youth Conferences	One per member – maybe the same one?					
MEETINGS	General Meetings	2	2	2	2	2	2
	Committee Meetings	1-2	2	2	2	2	2
	Guest Speakers	2	2	2	2	2	2
RETREAT	Orientation and Planning	1		0		0	
	Year End Wrap Up	0		0		1	

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Question 1

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Question 2

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Question 3

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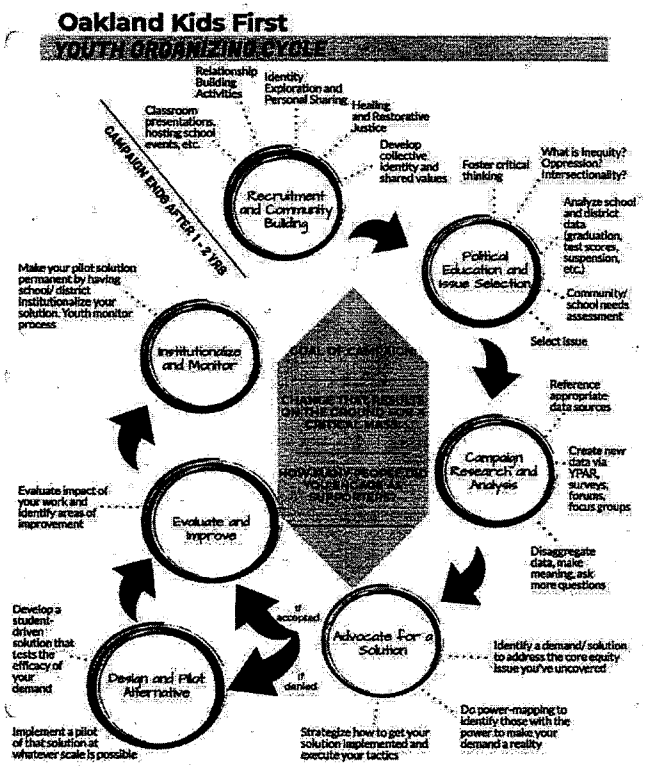
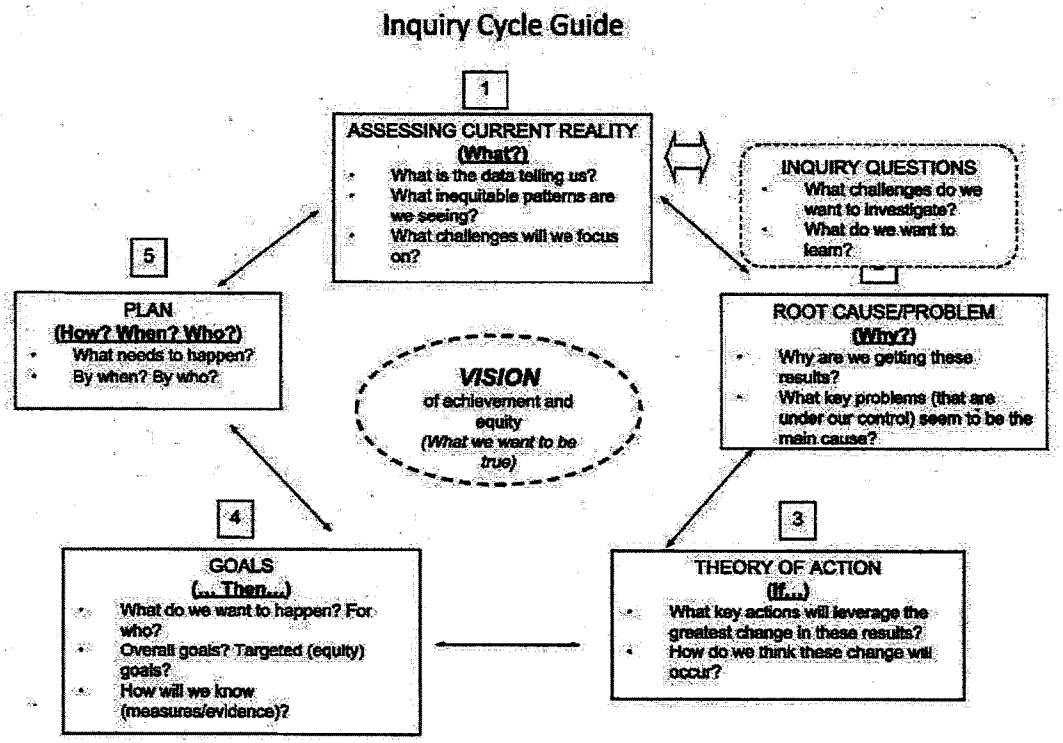
Question 4

Youth Led Inquiry Framework





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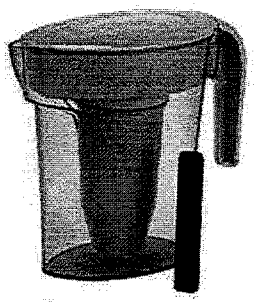
Proposal to Purchase Water Filter



Sponsored ⓘ

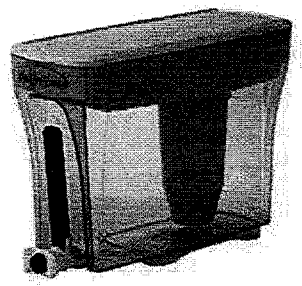
ZeroWater ZP-006-4, 6 Cup Water Filter Pitcher with Water Quality Meter

★★★★☆ ~ 796

$19.87 ~~$24.99~~

✓prime FREE One-Day

Get it Tomorrow, Jan 4



Sponsored ⓘ

23 Cup Pitcher with Free Water Quality Meter, BPA-Free, NSF Certified to Reduce Lead and Other Heavy Metals

★★★½☆ ~ 4,203

$34.50 ~~$39.99~~

✓prime FREE Delivery Sun, Jan 5

Sponsored ⓘ

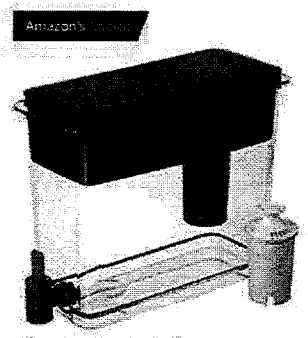
LEVOIT Water Filter Pitcher, 10 Cup Large Water Purifier(BPA-Free) with Electronic Filter Indicator, 5-Layer Filtration for Chlorine, Lead, Heav...

★★★★½ ~ 483

$23.99 ~~$25.99~~

[redacted] with coupon

✓prime FREE Delivery Sun, Jan 5



Ultra Max Filtering Dispenser, Extra Large 18 Cup, Black...

★★★★½ ~ 3,931

$28.46 ~~$34.99~~

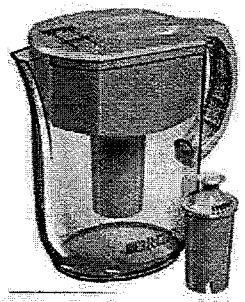
Save more with Subscribe & Save

✓prime FREE One-Day

Get it Tomorrow, Jan 4

More Buying Choices

$22.74 (19 used & new offers)



Brita Everyday Pitcher with Filters

★★★★½ ~ 3,309

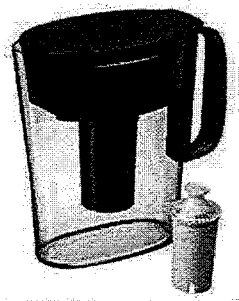
$26.99

✓prime FREE One-Day

Get it Tomorrow, Jan 4

More Buying Choices

$24.83 (6 used & new offers)



Brita Metro Pitcher with 1 Filter, 5 Cup, Turquoise

★★★★½ ~ 3,914

$19.99

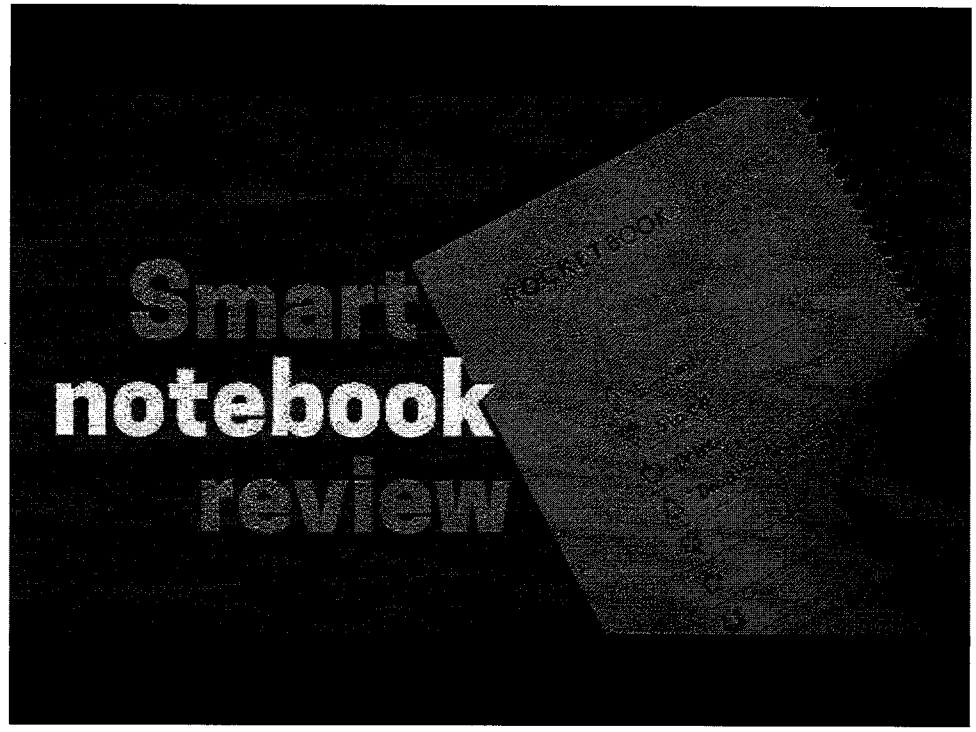
✓prime FREE One-Day

Get it Tomorrow, Jan 4

More Buying Choices

$18.39 (7 used & new offers)

Proposal to Purchase RocketBooks



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OAKLAND YOUTH ADVISORY COMMISSION BYLAWS

Section I - NAME AND AUTHORIZATION

This Commission of the City of Oakland shall be under the jurisdiction of the Mayor and City Council and shall advise both the Mayor and City Council on issues relating to youth. This Commission is hereby known as the Youth Advisory Commission (hereinafter called "Commission").

Section II - PURPOSE/DUTIES

The purpose of the Commission is to identify the needs of youth of the community, create citizen awareness of such needs and serve as the policy recommending body for civic/education-related matters within the jurisdiction of the city of Oakland in which youth have an interest.

The Commission shall have the following duties, as outlined Ordinance No. 11869:
A) The Commission shall submit regular status reports to the City Council committee designated as liaison to the Commission. The regular status reports shall be submitted quarterly, or more frequently as directed by the Chairperson of the City Council committee to which the board or commission reports.

B) Status reports submitted in fulfillment of subsection (a) above must include a description of operating and staffing needs, to be developed and maintained by the department responsible for staffing and administration of the Commission.

C) Each year, the Commission shall review the annual goals and objectives of the city Council. Review of the city Council goals and objectives shall be undertaken to provide the Commission the opportunity to better integrate the activities of the Commission with the city's overall goals and objectives.

D) City Council approval must be obtained prior to the creation of any standing committee of the Commission. A proposal to create a standing committee of the Commission must include information regarding the costs associated with staffing the standing committee, and the costs of complying with noticing and reporting requirements resulting from the establishment of any such standing committee of the commission.

E) The Commission shall identify the needs of the youth of the community from the ages of thirteen (13) to twenty-one (21) and create citizen awareness of these needs.

F) The Commission shall serve as the policy recommending board for civic/education related matters falling within the jurisdiction of the City of Oakland in which youth have an interest.

G) The Commission shall encourage improved standards of services to youth and encourage establishment of needed new services for youth, both public and private, and in so doing, encourage coordination among organizations providing services to youth in the community and provide advice and assistance thereto; in cooperation with other agencies, collect, maintain and interpret information and statistics on youth for the use of citizens and organizations in the City; encourage preparation of publications and results of study and research pertaining to youth.

H) The Commission shall advise City Council on youth activities and services, funding opportunities and on all matters affecting the youth in the community.

I) The Commission shall review and comment on all community policies, programs and actions that affect youth.

J) The Commission shall conduct informational hearings on matters affecting the youth in the community.

K) The commission shall render advice and assistance to other City boards and commission, to City departments and to private agencies on matters affecting youth, such as juvenile delinquency and crime, employment, recreation activities and social and domestic relationships.

L) The Commission shall perform such other functions and duties as may be directed by the City Council.

Section III - MEMBERSHIP

A) The Commission shall consist of twenty five (25) voting members, each of whom shall be between the ages of 13 and 21 years old at the time of appointment. The Mayor shall appoint all members to the Commission. The Mayor shall appoint one (1) youth to represent each of the Council districts. The remaining eight (18) youth will be appointed at-large. The commission should be balanced ethnically and by gender. Three adults will be appointed by the Mayor to serve as consultants and advisors to the commission.

B) Resignation

A member who wishes to resign from the Commission is required to submit a resignation letter to his/her appointing authority. The Commission requests that the member then submit a copy of this letter to the Chairpersons and staff.

C) Removal

1) Integrity

All Commissioners are expected to conduct themselves with integrity and dedication. It is the Commissioners responsibility to follow the bylaws, to represent the Commission in a positive light, to actively participate in Commission meetings, work cooperatively with the entire group and dedicate their time to Commission projects.

2) Misconduct

If a commissioner misrepresents the Commission, refuses to comply with the Sunshine Ordinance & Brown Act, conducts illegal activity as a Commissioner, does not adhere to the bylaws, harasses other members of the Commission, or does not show integrity in their work on the Commission they have committed a misconduct.

3) Formal Complaints

If there are any complaints of misconduct against any member of the Commission they should be forwarded in writing to Commission staff. Commission staff will then bring complaints to the next Executive Committee meeting and invite the accused Commissioner to attend. The Executive Committee will hold a close-door session, unless requested by accused Commissioner to be open, to decide whether or not the complaint is true and if it warrants a formal warning or removal from the Commission.

The Executive Committee must make a majority decision if the complaint of misconduct should be dismissed and/or if the Youth Commissioner is guilty of misconduct. The Executive Committee can decide if the action warrants a formal warning or removal from Commission. Three warnings automatically lead to removal from the Commission.

C) Appeal

If the Youth Commissioner who has been found guilty of misconduct would like to appeal the Executive Committee's decision, they can write an appeal letter to be forwarded to staff and the Executive Committee. The issue will be then be agendized for the next General Meeting and the full commission will decide what action should be taken.

D) No Abuse of Power

In creating this extension of the bylaws, it should be noted, that complaints and Conduct Reviews should only happen in extreme circumstances and should not be used because of political or personal differences.

C) Vacancies

In the event of a vacancy on the Commission, the Chairpersons and staff shall inform the appointing authority that the Commission would like to review applications and make recommendations to the authority. Persons applying at the beginning of the Commissioner selection process will be included in selection process.

Section IV - OFFICES

A) Titles

The elected officers shall consist of 2 Chairperson, Government Affairs Officer, Community Affairs Officer, Media and Public Relations Officer.

B) Duties of Officers

(1) The Co-Chairpersons will:

- Co-facilitate Commission meetings with chosen weekly-facilitator and facilitate Executive Committee meetings;
- Be fair;
- Motivate and encourage active participation by all Commissioners at meetings and in projects;
- Uphold and enforce bylaws;
- Meet with the Youth Leadership Coordinator weekly to check in and discuss Commission business;
- Be the spokesperson of the Youth Commission;
- Review agenda for Commission meetings;
- Be responsible in assigning tasks not under the jurisdiction of other officers.
- If the Chairperson is not present, facilitate Commission and Executive Committee meetings;
- Ensure committees and liaisons are fulfilling their duties and responsibilities;
- Mediate all internal conflicts (Commissioner-Commissioner, Commissioner-Staff); point person for grievances pertaining to staff or Commissioners. In the event that a grievance is against the Operations Officer, the Chairperson will mediate;
- Monitor attendance and report delinquent Commissioners to Executive Committee;
- Coordinate making recommendation of a Youth Commission candidate to appointing authority in the event of a vacancy;
- Oversee all administrative functions (i.e. budgeting) on behalf of the Commission;
- Coordinate social/training events with the assistance of staff.

Recommended Skills: Public speaking skills, leadership skills, group facilitation skills, able to ensure participation of members at meetings and in projects, motivational, inclusive, prefer flexible schedule with free hours during day, organizational skills, ability to work well with people and encourage/urge them, facilitation/conflict mediation skills, ability to relate well to different kinds of people

(2) The Government Affairs Officers shall:

- Serve as the point person on receiving, monitoring, and reporting pending legislation to the Commission;
- Ensure Commissioners build relationships with City Council and Mayor by meeting about upcoming legislation;
- Check (on phone or at Commission meeting) to make sure Commissioners are meeting with appointing authority regarding pending legislation;
- Check City Council agendas and hearing schedules for pending legislation;
- Solicit interest and participation of Commissioners in writing and getting support for legislation;

- Advise committees on drafting legislation before it goes to the City Attorney's office;
- Attend City Council meetings, if possible.

Recommended Skills: Interest in legislation and policy, leadership skills, public speaking skills, organizational skills, facilitation skills, quick learner, able to teach and engage as many Youth Commissioners as possible

(3) The Community Affairs Officers shall:

- Co-coordinate (with Media and Public Relations Officer) media, public relations, outreach and educational material on behalf of the Commission;
- Working with staff, develop an annual outreach plan for the Commission; Present plan for approval to Commission and coordinate assignment of responsibility;
- Coordinate Community Meetings and Commission presentations at schools, agencies, and events;
- Working with the Government Affairs Officer, coordinate Commissioner testimony at legislative hearings.

Recommended Skills: Organizational skills, strong people and communication skills, outgoing, dependable, public speaking skills, ability to relate to different groups of people, strong familiarity with Oakland

(4) The Media and Public Relations Officers shall:

- Co-coordinate (with Community Affairs Officer) media, public relations, outreach and educational material on behalf of the Commission;
- Coordinate Commission newsletter;
- Working with staff, develop media strategy for the Commission; This strategy may include press releases, press kits for the media and public, and maintain a web page;
- Coordinate the production of the Annual Report.

Recommended Skills: Organizational skills, writing skills, public speaking skills, experience with media or willingness to learn, dependable

C) Terms and Vacancies

1) The elected officials shall serve one-year terms, following the calendar terms of the full Commission.

2) No Commissioner shall run for more than two officer positions at the same time.

3) No officer shall hold more than one officer's position at the same time.

4) No officer shall hold the same position for more than 2 consecutive terms.

5) Any officer can be removed from office by a 2/3 vote by the full Commission for any reasons deemed necessary by the Commission.

6) Vacancies shall be filled for the remainder of the unexpired term in a manner similar to that which the member was initially elected.

7) Members may nominate themselves for an office or have someone else nominate them, providing the person accepts the nomination. Elections will happen in writing, and results will be announced to the public. If there are more than two candidates, and neither receives more than 50% of the votes, a run-off will be held. The person with the majority vote in the run off shall be elected to the office.

Section V - MEETINGS AND PROCEDURES

A) Regular Meetings

The Commission will meet on the 2nd and 4th Mondays of every month, unless this falls on a holiday, in which case the Commission chooses an alternative date. The Commission must meet at least twice per month.

B) Special Meetings

Under the Brown Act, the Chairperson or a majority of the Commission have the power to call a special meeting of the Commission. In addition, the Executive Committee shall also have the power to call a special meeting of the Commission, if a minimum of three Executive Committee members vote to do so. For a special meeting, an agenda and 72 hours notice to the public must be provided. 13 members of the Commission must be present in order to conduct business.

C) Quorum and Voting Procedure

1) The presence of a majority of the members (thirteen Commissioners) shall constitute a forum for all purposes.

2) The affirmative vote of a majority of the members (nine votes) shall be required for the approval of any matter.

D) Setting the Agenda

The Chairperson and members of the Executive Committee can place new items on the agenda for the next Commission meeting in between Commission meetings. Any Commission member is free to propose agenda items.

E) Finance

The Commission must review and advise on the Youth Commission budget annually.

F) Public Comments

The Commission and all committees of the Commission shall hold meetings open to the public in full compliance with state and local laws. The Commission encourages the participation of interested persons. The Chair may limit time permitted for public comment consistent with state and local law. Each person wishing to speak on an item before the Commission at a regular or special meeting shall be permitted to be heard once for up to three minutes.

Section VI- ATTENDANCE

A) Automatic Resignation of Members

Members are reminded not to abuse the attendance policy and that absences or lateness may result in automatic resignation from the Commission as described below.

B) Attendance

1) Under the Charter, any member whom the Commission certifies to have missed three regularly scheduled meetings of the full Commission in any six-month period without authorization of the Commission shall be deemed to have resigned from the Commission. The

Commission shall not authorize any absences in excess of 3 regularly scheduled meeting during any 6-month period.

2) If any member has missed three full Commission meetings without authorization, the Chairpersons shall calendar for the Commission's consideration at its next meeting whether to certify to the Clerk of the Board that that member has missed three Commission meetings without authorization.

3) Any member who is more than 15 minutes late to a scheduled full Commission meeting two times shall be deemed to have missed a meeting without authorization. Members with disabilities are exempted from the tardy policy.

4) In regards to regularly scheduled committee meetings, the Commission shall notify the appointing officer of any member whom the Commission certifies to have missed three regularly scheduled committee meetings in any six month period without the authorization of the Commission.

5) Any member who is more than 15 minutes late to a scheduled committee meeting two times shall be deemed to have missed a meeting without authorization. Again, members with disabilities are exempted from the tardy policy.

6) To authorize an absence prior to a scheduled Commission or Committee meeting, the member seeking authorization must leave a message on the voice mail at the Commission office or with Youth Commission staff at least 24 hours in advance. The full Commission/Committee will vote on the authorization of the absence at its scheduled meeting.

7) To authorize an absence after the scheduled Commission or Committee meeting, the member seeking authorization must inform the Youth Commission Staff as to the general reason for his or her absence within two weeks after the missed meeting unless the member can show undue hardship in contacting the staff within that period. Regarding full Commission meetings, the Executive Committee will make a recommendation on authorization of the absence to the full Commission. The full Commission will vote on the authorization of the absence. To authorize an absence to a Committee meeting, each respective Committee will vote on the authorization of absences.

C) Extended Leaves of Absence

Any Commissioner can request prior authorization for a leave of absence for up to 3 consecutive months. The Executive Committee shall make recommendations on questions regarding leave of absences. The leave of absence must be approved by the full Commission. Only 1 leave of absence permitted per Commission term for emergency situations.

D) Scheduled Trainings and Retreats

There are scheduled trainings (including the orientation retreat and the annual mid-year retreat) that are scheduled before a commissioner is appointed. Commissioners are well notified of these meetings, and therefore are required to attend them. All regular bylaws that apply to full Commission meetings will apply to these meetings. For example: If a retreat/training is more than one day, each day missed will count as one absence. Tardy policies will also apply.

E) Committee Membership

Youth Commissioners are required to join a minimum of one Commission sub-committee. Attendance policies for sub-committees will be determined independently. Absences from sub-committees can influence general commission attendance.

Section VII - EXECUTIVE COMMITTEE

A) The Executive Committee shall be composed of the Commission officers. It will meet twice a month. All meetings are open to any Commissioner and to the public.

B) Executive Committee Responsibilities:

1) Create, determine size and select members of committees, if necessary, and remove members if needed to review issues and advise the full Commission. Each committee must meet the same public notice requirements.

2) Call special meetings on behalf of the Commission. The Executive Committee must have a minimum of three votes in order to so.

3) Advise the Commission during emergency or extenuating circumstances on actions to take. In the event that the Youth Commission does not have a regularly scheduled meeting in time to advise the City Council on legislation, the Executive Committee may advise the Council of the position it will recommend to the full Commission. The legislation shall then be placed on the next Commission meeting's agenda to permit the Commission to determine its position.

4) Investigate all improper behavior or bylaw infractions by Commissioners and make recommendations for action to the full Commission.

5) Monitor Commission attendance, make recommendations regarding authorizing absences, and review and make recommendations to the full Commission regarding any member's request for leave of absence.

6) Review the Youth Commission budget.

7) Discuss and finalize Commission agendas.

8) Members of the Executive Committee are required to leave a contact number with another member of the Executive Committee any time they leave the city for an extended period of time.

9) Individual members of the Executive Committee are required to submit a detailed verbal update or written annual report to the new officers of the new term.

10) The Executive Committee must make recommendations on applicants to the Youth Commission in occurrence of a vacancy and in absence of the Chairpersons. The Committee will then present such recommendations to the full Commission for approval.

C) Jurisdiction of the Executive Committee:

1) Only Executive Committee members are allowed to vote on Executive Committee business. Decisions of the Executive Committee require a minimum of three votes.

2) Any unsolvable concerns of the Executive Committee shall be cast to the full Commission for resolution.

3) The full Commission has the power to override or veto any decision made by the Executive Committee with a majority vote.

D) Commission Environment

The Commission shall encourage and protect an egalitarian environment. This includes providing leadership roles and opportunities for all fellow Commissioners.

E) Transfer from Current Term to New Term

1) At the first meeting of the new term, if the Chairperson has been reappointed to the Commission, he/she shall preside over the Commission and explain that new officers will be elected at the second meeting.

2) If the current Chairperson has been replaced, the Chairpersons shall calendar for consideration at the next meeting a vote on an interim Chair. The interim Chair shall preside until a Chair and other officers are elected at the second meeting of the new term.

3) All members who are not replaced by their appointing authorities may continue to serve until they are replaced.

Section VIII - OTHER LEADERSHIP ROLES

A) Sub-Committee Chairs

The Sub-Committee Chairs are appointed by the Executive Committee. They are responsible for facilitating and leading Committee meetings and projects. They are required to attend 1 Executive Committee Meeting a month to check-in and discuss Committee activities.

B) Rotating Facilitator

There will be a different facilitator for each General Meeting. The facilitator is required to attend the previous Executive Committee meeting to discuss the agenda. The facilitator will be supported by the Chairpersons throughout the General Meeting.

Section IX - STAFF ROLE

Commission staff responsibilities are to facilitate the day-to-day operations of the Commission and to support ongoing projects sponsored by Commissioners. At the beginning of each year, the Commission will review and update the expectations of staff members.

Section X - ADULT ADVISOR ROLE

Adult Advisors are responsible for attending general meetings, supporting Commission events and projects, and being advisor to at least one subcommittee. Adult Advisors are non-voting members and most comply with the same attendance policy as regular Commissioners.

Section XI - AMENDMENTS

A) The Commission can create, repeal, amend, or reword bylaws with a majority vote of the full Commission. Changes made to the bylaws must be placed on the agenda and be noticed 3-days according to the Sunshine Ordinance.

B) A record of all changes of any kind of the bylaws must be documented. The exact change must be recorded and have the Chairpersons signatures, the date, and must be properly filed. In addition, a current copy of the bylaws, with the most recent amendments reflected, must be maintained by Commission staff.

CITY OF OAKLAND
Department of Human Services
Oakland Youth Advisory Commission
150 Frank H. Ogawa Plaza, Suite 4211
Oakland, CA 94612
510.238.3245

YOUTH COMMISSION CONTACT INFORMATION RELEASE FORM

CONTACT INFORMATION

Name of Participant: _____ _____
Last Name First Name

Phone Number(s): _____ _____
Home Phone Cell Phone

Email Address: (s) _____

Home Address: _____
Street Address & Apt. No. or PO Box, City, State, Zip Code

The Oakland Youth Advisory Commission would like to release the commissioner's name, address, home and/ or cell phone number and email to fellow commissioners. This is done so that youth can arrange carpooling, remind each other of upcoming meetings and events, and discuss commission business, etc. While the Youth Advisory Commission staff will remind Commissioners to use all contact information appropriately and to keep the Contact List private, we cannot control all interactions among Commissioners. It will be up to the Commissioners and their parents/guardians to monitor the interactions among Commissioners outside of official meetings, events and activities.

PERMISSION TO RELEASE CONTACT INFORMATION

I give my consent to share the following contact information in the Oakland Youth Advisory Commission Contact List:

☐ All (i.e. address, phone numbers, email addresses)
☐ Address
☐ Home Phone ☐ Cell Phone
☐ Email Address
☐ No information

Signature of Participant: _____
Date

Name of Parent/Guardian (Please Print): _____
If Participant is under the age of 18

Signature of Parent/Guardian: _____
Date

Please submit this form to Lindee Lane, Youth Leadership and Development Coordinator
150 Frank H. Ogawa Plaza, Suite 4211, Oakland, CA 94612 * Email: llane@oaklandnet.com *Fax: 510.238.7207

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
☑ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number
☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here **Signature of U.S. person ▶** **Date ▶**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

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YOUTH COMMISSION PHOTO/AUDIO/VIDEO RELEASE FORM

From time to time photographs, videos, and/or audio clips may be taken of Youth Advisory Commissioners during programs and activities. The City of Oakland's Department of Human Services requests the right to use all photos, videos, and/or audio clips taken of Youth Commissioners at various programs and activities. The photos, videos, and/or audio clips may be used for promotional brochures, documentation of activities, outreach presentations, website archives, forwarded to local newspapers and/or media outlets in press releases, etc.

By signing this form, I consent to allow the City of Oakland's Department of Human Services to use photos, videos and/or audio clips they have of _____ participating in the Commission.
Print name of Participant

By signing this form, I confirm that I understand and agree to the above request and conditions pertaining to Youth Advisory Commission photos, videos and/or audio clips of _____.
Print name of Participant

Name of Participant: (Please Print): _____

Signature of Participant: _____
Date

Name of Parent/Guardian (Please Print): _____
If Participant is under the age of 18

Signature of Parent/Guardian: _____
Date

Please submit this form to Lindee Lane, Youth Leadership and Development Coordinator
150 Frank H. Ogawa Plaza, Suite 4211, Oakland, CA 94612 * Email: llane@oaklandnet.com *Fax: 510.238.7207