

Memorandum



Date: September 7, 2016

To: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

Agenda Item No. 1F1

From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez". The signature is written in a cursive style and is positioned over the "From:" field.

Subject: Sunset Review of County Boards for 2016– Miami-Dade County Youth Commission

In accordance with the provisions of Section 2-11.40 of the Code of Miami-Dade County, I am transmitting the 2016 Sunset Review of County Boards Report for the Miami-Dade County Youth Commission. The Board approved the attached report at its meeting of March 10, 2016, and has recommended the continuation of its board.

A handwritten signature in black ink, appearing to read "Russell Benford". The signature is written in a cursive style and is positioned above the name of the signatory.

Russell Benford
Deputy Mayor

Date: March 10, 2016
To: Carlos A. Gimenez
Mayor
From: Sabrina Rosell
Chairperson, Miami-Dade County Youth Commission
Subject: Sunset Review of County Boards for 2016 – Miami-Dade County Youth Commission

Pursuant to Section 2-11.40 of the Code of Miami-Dade County, I am submitting the 2016 Sunset Review of County Boards Report for the Miami-Dade County Youth Commission for transmittal to the Board of County Commissioners (BCC). The Board approved the attached report at its meeting of March 10, 2016.

It is recommended that the BCC approve the continuation of the Miami-Dade County Youth Commission.

BACKGROUND

The Miami-Dade County Youth Commission was created in January 2010 to serve as an advisory board to the Board of County Commissioners on issues affecting youth and the teen population with special emphasis on programs operated by Miami-Dade County. The Board is comprised of high school students in the 10th, 11th, and 12th grades appointed by members of the BCC, the Mayor, the Clerk of the Board, the Agenda Coordinator, and Dade County Public Schools. The intent of the Youth Commission is to provide an opportunity to recognize and promote the value of the youth in Miami-Dade County. Youth participating in the Commission will be exposed to the mechanisms of County government, while participating in the governmental process.

The Miami-Dade Youth Commission serves as a positive model for young people. Youth Commissioners serve as the liaisons to the youth of Miami-Dade County. County officials are able to hear firsthand what concerned teens have to say about youth-related issues. The Youth Commission creates an opportunity for members to be educated on the governmental process. This in turn, leads to a symbiotic relationship between youth and Miami-Dade County.



Sabrina Rosell
Board Chairperson

**SUNSET REVIEW QUESTIONNAIRE
MIAMI-DADE COUNTY BOARDS
2016**

I. GENERAL INFORMATION

1. Name of Board reporting: The Miami-Dade County Youth Commission (MDCYC)
2. Indicate number of board members, terms of office, and number of vacancies:
Number of Board Members: 28 voting members and 4 nonvoting members
Terms of Office: up to 3 years
Number of Vacancies: none
3. Identify number of meetings and members' attendance (Attach records reflecting activity from **Jan. 1, 2014** through **December 31, 2015**):
Number of Meetings: 28
Number of Meetings with a Quorum: 24
Attendance Records: See Attachment 1
4. What is the source of your funding? The Miami-Dade County Youth Commission has a budget of \$60,000 from Miami-Dade County general funds
5. Date of Board Creation: January 21, 2010
6. Attach a copy of the ordinance creating the Board (Please include all subsequent amendments).
See Attachment 2
7. Include the Board's Mission Statement or state its purpose:
The Miami-Dade County Youth Commission serves as an advisory board to the Board of County Commissioners on issues affecting youth and the teen population with special emphasis on the programs operated by Miami-Dade County. The intent of the Youth Commission is to provide an opportunity to recognize and promote the value of the youth in Miami-Dade County.
8. Attach the Board's standard operating procedures, if any. NA
9. Attach a copy of the Board's By-Laws, if any. See Attachment 3
10. Attach a copy of the Board minutes approving the Sunset Review Questionnaire, including a vote of the membership.
See Attachment 4

II. EVALUATION CRITERIA

1. Is the Board serving the purpose for which it was created? (Please provide detailed information).
The Miami-Dade County Youth Commission was created to provide an opportunity to recognize and promote the value of the youth in Miami-Dade County while affording participants exposure to leadership opportunities and the mechanisms of Miami-Dade County government. The Miami-Dade County Youth Commission serves the purpose for which it was created as it is an advisory board to the BCC on issues affecting youth and the teen population of Miami-Dade County.
2. Is the Board serving current community needs? (Please provide detailed information)
The Miami-Dade Youth Commissioners serve as anti-violence advocates in their schools and communities. Youth Commissioners are involved in positive activities that promote their mission in their districts. The Youth Commissioners serve as liaison between the school system and Miami-Dade County. The Youth Commission

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website reaches all youth in Miami-Dade and provides updates on the Commission's activities. Youth Commissioners maintain contact with their district offices to update their respective commissioners on youth-related issues in their communities.

3. What are the Board's major accomplishments?

a. Last 24 months

- MDCYC hosted 5 Back to School at the Movies events in North, Central, and South Miami-Dade County with over 600 youth in attendance. Two of these events were a collaborative effort with Miami-Dade County Parks, Recreation, and open spaces.
- MDCYC produced two annual reports detailing accomplishments.
- MDCYC collaborated in the creation and grand opening of the Miami-Dade Juvenile Services Trends for Success Boutique developed to 'outfit' at risk youth for the world of work.
- MDCYC participated in the MDCYC *Books for Tots* Project which took place in the thirteen Miami-Dade County districts. This was collaborative effort with Miami-Dade Community Action Agency Department of Human Services provided an opportunity for Youth Commissioners to visit Head Start Centers, talk about the Youth Commission, read to the preschoolers, and distribute free books for home libraries.
- MDCYC sponsored the first-ever *Youth Art Speak* competition and Exhibits to showcase the creativity and artistic talents of middle and high school students in Miami-Dade County. Over 250 students participated in these activities.
- MDCYC sponsored the first Youth Leadership Conference at Miami-Dade College North Campus. Over 400 public and private middle and high school students took part in this event which featured keynote addresses from Mayor Carlos Gimenez and Superintendent Alberto Carvalho and breakout sessions focusing on youth leadership development.
- MDCYC hosted a Youth Engage meeting inviting representatives from throughout Miami-Dade County to learn about the Miami-Dade County Youth Commission. The goal of the meeting was to encourage other municipalities within Miami-Dade County to develop their own youth commissions and youth councils.
- MDCYC participated in a series of youth/police dialogues with other Miami-Dade County youth and representatives of the Miami-Dade Police Department. The goal of these dialogues was to better understand the perspectives of the police and youth, and to establish better guidelines for communication between both groups.
- MDCYC representatives traveled to Tallahassee to participate in Children's Week and Peace Jam facilitated by Florida State University and featuring Nobel Peace Laureate Adolfo Perez Esquivel. While there, the Youth Commissioners were able to meet with Florida representatives and legislators to discuss youth-related issues. Youth Commissioners toured the University as well.

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- MDCYC representatives travelled to Washington, D.C. on two separate occasions to meet with Florida legislators in order to learn more about the legislative process and discuss their views on youth-related issues and legislation.
- MDCYC hosted the first Women's Leadership Conference featuring a panel of the female Miami-Dade County adult Commissioners who spoke before an audience of over 200 middle and high school youth about their triumphs and challenges on being female leaders. Three subsequent panel discussions took place in three Dade County Public High Schools featuring other female community leaders.
- MDCYC cohosted the first joint meeting of the Board of County Commissioners and the Miami-Dade County Youth Commission which took place in the BCC Chambers. The televised meeting provided an opportunity for the MDCYC to share their accomplishments with their adult Commission counterparts, and a forum to discuss pertinent issues that affect Miami-Dade County's youth.
- MDCYC representatives co-facilitated workshops at the annual Teen Court Student Conference, providing additional opportunities to network and recruit other youth in the community.
- MDCYC collaborated with the Community Relations Board to host their first annual Peace Day Celebration at the Miami Beach Botanical Gardens highlighting International Peace Day. MDCYC representatives facilitated workshops and activities.

b. Since established

- Youth Commissioners facilitated a workshop on Leadership at the annual Teen Court student conference. This provided an additional opportunity to network with other youth in the community and recruit.
- Youth Commissioners participated in the ICount planning committee developed to determine the needs of the homeless youth in Miami-Dade County. Youth Commissioners assisted with the homeless youth count which took place in August 2013.
- Youth Commissioners travelled to Tallahassee to tour the capitol, learn more about the lawmaking process, and meet with representatives from the Department of Juvenile Justice (DJJ). The youth also toured Florida State University while in Tallahassee.
- Youth Commissioners met with DJJ representatives in Miami and Tallahassee to discuss the development of other youth commissions throughout the state of Florida. The Miami-Dade County Youth Commission will serve as a model.

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- The Youth Commission collaborated with the Law Enforcement Officers Memorial Academy to honor the fallen victims of 911. A special ceremony was held on the grounds of the SPCC to memorialize this solemn occasion.
 - Youth Commissioners participated in the Miami-Dade County Veterans' Parade. Prior to the parade, the Youth Commissioners prepared over 2000 thank you letters for veterans of the Armed Forces
 - Youth Commissioners co-facilitated the City Year Anti-Violence Program in March 2011-a four hour seminar and interactive group discussions with middle school youth.
 - Youth Commissioners participated in the North Miami FACT (Families Against Crime) Festival in March 2011.
 - Youth Commissioners took part in a dedication ceremony for a 'youth against drunk driving' bus bench in the city of Miami Beach.
 - Youth Commissioners took part in the 2011 countywide Bayanza to help clean up Dade County's beaches.
 - Youth Commissioners presented at a BCC meeting in 2011 on the Teen Court 'White Paper', the state of our county's youth-addressing the issue of teen violence.
 - Youth Commissioners accepted an anti-violence mural dedicated to the Miami-Dade Juvenile Services Department and presented by City Year at a special ceremony.
 - Youth Commissioners developed a private Facebook page for Youth Commissioners and future Youth Commission alumni.
 - Youth Commissioners wrote and finalized the group's By-Laws which were approved by the Mayor's Office.
4. Is there any other board, either public or private, which would better serve the function of this board? There exists no other local Board which would better serve the function of the Miami-Dade County Youth Commission.
5. Should the ordinance creating the Board be amended to better enable the Board to serve the purpose for which it was created? (If "Yes", attach proposed changes) Yes, the Ordinance creating the Miami-Dade Youth Commission was amended to reflect a change in quorum to nine (9). See attachment
6. Should the Board's membership requirements be modified? Not at this time.
7. What is the operating cost of the Board, both direct and indirect? (Report on FY 2014 and FY 2015). For FY 2014 and FY 2015, the Youth Commission had an operating budget of \$60,000 per year. Indirect costs include 30% of JSD staff salary at a cost of \$34,517 for FY 2014 and \$33,605 for FY 2015.
8. Describe the Board's performance measures developed to determine its own effectiveness in achieving its stated goals. Not Applicable

Youth Commissioners Meeting Attendance Roster

Youth Name	Commission District	01/17/2014	02/06/2014	02/20/2014	03/20/2014
1 Abdelrahman, Salma	Clerk of Courts	✓	✓	✓	✓
2 Castillo, Cesar	6	✓	✓	✓	✓
3 Castillo, Gia	7	excused absence	excused absence	excused absence	excused absence
4 Dorvil, Emmanuel	2	✓	unexcused absence	unexcused absence	excused absence
5 Edouard, Sanioarh	1	excused absence	unexcused absence	✓	✓
6 Felizoa, Genesis	5	✓	excused absence	unexcused absence	unexcused absence
7 Ferraro, Dezmaire	9	✓	✓	✓	excused absence
8 Fishman, Drew	9				
9 Gonzalez, Natalia	12	✓	✓	excused absence	✓
10 Higgins, Julissa	13	excused absence	unexcused absence	✓	✓
11 Ivory, Michael	Mayor's Office	excused absence	excused absence	✓	✓
12 Kluthe, Joshua David	6	✓	excused absence	✓	✓
13 Leonico, Jose	10	✓	✓	✓	✓
14 Lungren-Walker, Kristi-Ann	9	excused absence	unexcused absence	Resigned	Resigned
15 Maddy, Krisna	MDCPS	✓	unexcused absence	excused absence	✓
16 Naron, Jacob	4	excused absence	✓	✓	✓
17 Nunez, Daniela	8	✓	✓	✓	✓
18 Ortiz, Pablo	7	✓	excused absence	unexcused absence	✓
19 Panizales, Miariele	Agenda Coordinator	✓	excused absence	excused absence	✓
20 Pardinas Liuzzi, Stephanie	11	✓	✓	✓	✓
21 Perez, Edwin	13	excused absence	unexcused absence	unexcused absence	unexcused absence
22 Pierre, Travon	1	✓	excused absence	excused absence	✓
23 Potestad, Anthony	11	excused absence	✓	✓	unexcused absence
24 Quiroz, Estrella	5	excused absence	excused absence	excused absence	unexcused absence
25 Rodriguez, Doris	3	✓	✓	✓	excused absence
26 Rose, Jasmine	2	✓	unexcused absence	unexcused absence	excused absence
27 Santos, Shakira	8	✓	unexcused absence	✓	excused absence
28 Sardinias, Sophia	12	✓	✓	unexcused absence	unexcused absence
29 Stern, Jacob	4	excused absence	unexcused absence	unexcused absence	unexcused absence
30 Willis, Aaron	3	✓	excused absence	unexcused absence	unexcused absence
31 Zilberberg, Haley	10	excused absence	excused absence	excused absence	excused absence

Youth Commissioners Meeting Attendance Roster

04/17/2014	05/22/2014	05/29/2014	06/13/2014
✓	excused absence	unexcused absence	✓
✓	✓	✓	✓
excused absence	✓	✓	✓
unexcused absence	unexcused absence	unexcused absence	unexcused absence
unexcused absence	unexcused absence	unexcused absence	✓
unexcused absence	unexcused absence	unexcused absence	unexcused absence
excused absence	unexcused absence	unexcused absence	excused absence
			✓
✓	✓	✓	✓
✓	✓	unexcused absence	excused absence
excused absence	unexcused absence	✓	excused absence
excused absence	unexcused absence	unexcused absence	unexcused absence
✓	excused absence	unexcused absence	excused absence
Resigned	Resigned		
excused absence	unexcused absence	unexcused absence	unexcused absence
∞ excused absence	✓	✓	✓
excused absence	unexcused absence	excused absence	excused absence
excused absence	excused absence	unexcused absence	✓
excused absence	excused absence	excused absence	✓
excused absence	unexcused absence	unexcused absence	excused absence
excused absence	unexcused absence	unexcused absence	unexcused absence
✓	unexcused absence	✓	excused absence
excused absence	unexcused absence	unexcused absence	✓
unexcused absence	unexcused absence	unexcused absence	unexcused absence
unexcused absence	unexcused absence	unexcused absence	✓
excused absence	unexcused absence	unexcused absence	excused absence
excused absence	excused absence	unexcused absence	✓
✓	✓	✓	excused absence
✓	unexcused absence	unexcused absence	unexcused absence
unexcused absence	unexcused absence	unexcused absence	unexcused absence
unexcused absence	unexcused absence	unexcused absence	unexcused absence

Youth Commissioners Meeting Attendance Roster

Youth Name	Commission District	Orientation 07/24/2014	07/24/2014	08/07/2014	09/18/2014	10/15/2014	11/20/2014	12/16/2014
1 Abdelrahman, Salma	Clerk of Courts	✓	✓	✓	✓	✓	✓	✓
2 Bagga, Pulastyia	Mayor's Office	✓	✓	✓	✓	excused absence	excused absence	✓
3 Bellinger, TiAndre	1	✓	✓	✓	✓	✓	✓	✓
4 Beltran, Juan	11	excused absence	excused absence	excused absence	✓	excused absence	Absence	excused absence
5 Bond, Daniela	BCC	✓	✓	excused absence	✓	✓	Absence	excused absence
6 Castillo, Gia	7	✓	excused absence	excused absence	excused absence	✓	✓	Absence
7 Eguisquiza, Jason	8	✓	✓	✓	✓	✓	✓	excused absence
8 Ferraro, Dezmaire	9	✓	✓	✓	✓	✓	Absence	excused absence
9 Fishman, Drew	9	✓	✓	✓	✓	excused absence	Absence	✓
10 Gallardo, Giselle	Mayor's Office	✓	✓	✓	✓	excused absence	excused absence	✓
11 Gonzalez, Natalia	12	✓	✓	✓	✓	✓	✓	✓
12 Higgins, Julissa	13	excused absence	✓	excused absence	excused absence	✓	excused absence	✓
13 Jean-Louis, Woody	2	✓	✓	excused absence	excused absence	excused absence	✓	Absence
14 Kontzamanys, Victoria	Agenda Coordinator	✓	✓	✓	✓	✓	✓	excused absence
15 Laufari, Julian	MDCPS/DSSA	✓	✓	✓	excused absence	excused absence	excused absence	✓
16 Leonico, Jose	10	✓	✓	✓	✓	✓	✓	✓
17 Marrero, Patricia	6	✓	✓	✓	✓	✓	✓	✓
18 Mueller, Cheyenne	4	✓	✓	✓	✓	✓	✓	✓
19 Nairson, Jacob	4	✓	✓	✓	✓	excused absence	✓	✓
20 Navarro, Stephanie	5	✓	✓	✓	✓	✓	Absence	✓
21 Neal, Crystal	2	✓	✓	excused absence	Absence	Absence	Absence	Absence
22 Opar, Jori	3	✓	✓	✓	✓	✓	✓	✓
23 Ortega, Vanessa	10	✓	✓	✓	excused absence	excused absence	✓	Absence
24 Ortiz, Pablo	7	✓	✓	excused absence	✓	✓	Absence	excused absence
25 Panizales, Marielle	5	✓	✓	excused absence	✓	✓	✓	✓
26 Pierre, Travon	1	✓	✓	✓	✓	excused absence	Absence	✓
27 Potestad, Anthony	11	✓	✓	✓	✓	✓	Absence	excused absence
28 Rodriguez, Brian	13	✓	✓	✓	✓	✓	✓	✓
29 Rodriguez, Doris	3	excused absence	✓	✓	✓	✓	Absence	excused absence
31 Salazar, Adriana	6	✓	✓	excused absence	✓	✓	✓	Absence
32 Santos, Shakira	8	✓	✓	excused absence	✓	excused absence	✓	excused absence
33 Sardinias, Sophia	12	excused absence	excused absence	excused absence	✓	✓	✓	Absence

Youth Commissioners Meeting Attendance Roster

Youth Name	Commission District	01/12/2015	02/17/2015	03/19/2015	04/16/2015	05/21/2015	06/19/2015
1 Abdelrahman, Salma	Clerk of Courts	✓	unexcused absence	excused	✓	unexcused	unexcused
2 Bagga, Pulastya	Mayor's Office	excused absence	unexcused absence	excused	unexcused	unexcused	unexcused
3 Bellinger, TiAndre	1	✓	✓	excused	unexcused	unexcused	unexcused
4 Beltran, Juan	11	unexcused absence	unexcused absence	unexcused	unexcused	unexcused	unexcused
5 Bond, Daniela	BCC	✓	✓	✓	unexcused	unexcused	unexcused
6 Castillo, Gia	7	unexcused absence	excused absence	✓	unexcused	✓	✓
7 Egusquiza, Jason	8	excused absence	✓	✓	unexcused	excused	unexcused
8 Ferraro, Dezmaire	9	✓	unexcused absence	unexcused	unexcused	excused	unexcused
9 Fishman, Drew	9	excused absence	unexcused absence	excused	unexcused	unexcused	unexcused
10 Gallardo, Giselle	Mayor's Office	✓	unexcused absence	unexcused	✓	✓	✓
11 Gonzalez, Natalia	12	✓	✓	unexcused	✓	excused	unexcused
12 Higgins, Julissa	13	unexcused absence	unexcused absence	✓	excused	unexcused	unexcused
13 Jean-Louis, Woody	2	excused absence	unexcused absence	unexcused	unexcused	unexcused	unexcused
14 Kontzamanys, Victoria	Agenda Coordinator	✓	✓	excused	unexcused	unexcused	unexcused
15 Laufari, Julian	MDCPS/DSSA	✓	✓	excused	unexcused	unexcused	unexcused
16 Leonic, Jose	10	✓	✓	✓	✓	unexcused	✓
17 Marrero, Patricia	6	✓	✓	✓	✓	excused	excused
18 Mueller, Cheyenne	4	✓	unexcused absence	unexcused	unexcused	✓	excused
19 Narson, Jacob	4	✓	excused absence	✓	✓	excused	✓
20 Navarro, Stephanie	5	✓	unexcused absence	✓	✓	unexcused	excused
21 Neal, Crystal	2	unexcused absence	unexcused absence	unexcused	unexcused	unexcused	unexcused
22 Opar, Jori	3	✓	unexcused absence	✓	✓	✓	unexcused
23 Ortega, Vanessa	10	✓	unexcused absence	✓	✓	excused	✓
24 Ortiz, Pablo	7	✓	✓	unexcused	unexcused	unexcused	unexcused
25 Panizales, Mianielle	5	unexcused absence	unexcused absence	excused	✓	unexcused	✓
26 Pierre, Travon	1	✓	✓	excused	✓	✓	✓
27 Potestad, Anthony	11	excused absence	unexcused absence	unexcused	unexcused	excused	unexcused
28 Rodriguez, Brian	13	✓	✓	✓	✓	✓	✓
29 Rodriguez, Doris	3	✓	✓	✓	✓	✓	✓
31 Salazar, Adriana	6	✓	unexcused absence	✓	✓	excused	unexcused
32 Santos, Shakira	8	✓	unexcused absence	unexcused	unexcused	unexcused	unexcused
33 Sardinas, Sophia	12	✓	unexcused absence	unexcused	✓	✓	unexcused

Youth Commissioners Meeting Attendance Roster
2015 - 2016

Youth Name	Commission District	07/14/2015	08/20/2015	10/01/2015	10/29/2015	11/19/2015	12/17/2015
1 Abdelrahman, Salma	Clerk of Courts	excused absence	✓	✓	✓	excused absence	unexcused absence
2 Armas, Daniela	5	✓	✓	excused absence	excused absence	✓	unexcused absence
3 Bond, Daniela	6	✓	✓	✓	excused absence	✓	excused absence
4 Cardenas, Claudia	13	✓	✓	✓	excused absence	excused absence	✓
5 Castillo, Gia	7	✓	excused absence	✓	excused absence	✓	excused absence
6 Cowart, Samone	1	<i>Newly appointed</i>	<i>Newly appointed</i>	✓	✓	✓	✓
7 Dean, Vershona	9	<i>Newly appointed</i>	✓	excused absence	✓	excused absence	unexcused absence
8 Eghtessadi, Sarah	Mayor's Office	excused absence	✓	✓	excused absence	✓	✓
9 Eguisquiza, Jason	8	excused absence	✓	✓	✓	✓	unexcused absence
10 Gallardo, Giselle	Mayor's Office	excused absence	excused absence	unexcused absence	✓	unexcused absence	unexcused absence
11 Guerrier, Shaunteria	2	✓	✓	✓	✓	✓	✓
12 Harding, Cassandra	8	excused absence	✓	✓	✓	✓	✓
13 Iglesias, Daniel	12	excused absence	✓	✓	excused absence	✓	unexcused absence
14 Leonico, Jose	10	✓	excused absence	✓	✓	excused absence	✓
15 Marrero, Patricia	6	excused absence	✓	excused absence	✓	✓	✓
16 Mathieu, Mara	2	<i>Newly appointed</i>	✓	✓	excused absence	✓	✓
17 Mueller, Cheyenne	4	excused absence	excused absence	✓	excused absence	excused absence	excused absence
18 Navarro, Stephanie	5	unexcused absence	✓	excused absence	✓	✓	unexcused absence
19 Opar, Jori	3	unexcused absence	✓	✓	✓	excused absence	excused absence
20 Ortega, Vanessa	10	unexcused absence	✓	✓	excused absence	✓	excused absence
21 Perry, Sierra	1	<i>Newly appointed</i>	<i>Newly appointed</i>	✓	unexcused absence	✓	excused absence
22 Pierre, Travon	1	✓	✓	N/A	N/A	N/A	N/A
23 Radick, Alex	4	excused absence	excused absence	✓	excused absence	✓	✓
24 Reyes, Emelie	11	<i>Newly appointed</i>	✓	✓	✓	✓	✓
25 Rodriguez, Brian	13	✓	✓	✓	✓	✓	✓
26 Rodriguez, Doris	3	excused absence	excused absence	✓	excused absence	✓	unexcused absence
27 Rodriguez, Maria	7	✓	✓	✓	✓	✓	✓
28 Romero, Laura	Agenda Coordinator	unexcused absence	excused absence	✓	✓	✓	excused absence
29 Rosell, Sabrina	11	✓	✓	✓	✓	✓	✓
30 Salazar, Adriana	6	unexcused absence	✓	✓	unexcused absence	✓	unexcused absence
31 Schoreder-Stephens, Logan	MDCPS/DSSGA	✓	✓	✓	✓	excused absence	✓
32 Valdes, Aaron	12	✓	✓	✓	✓	✓	✓
33 Wahman, Hajar	9	<i>Newly appointed</i>	✓	✓	✓	✓	✓

**Youth Commissioners Meeting Attendance Roster
2015 - 2016**

	<u>Youth Name</u>	<u>Commission District</u>	
			<u>05/19/2016</u>
1	Abdelrahman, Salma	Clerk of Courts	unexcused absence
2	Armas, Daniela	5	unexcused absence
3	Bond, Daniela	6	unexcused absence
4	Cardenas, Claudia	13	✓
5	Castillo, Gia	7	excused absence
6	Cowart, Samone	1	✓
7	Dean, Vershona	9	unexcused absence
8	Eghtessadi, Sarah	Mayor's Office	excused absence
9	Egusquiza, Jason	8	unexcused absence
10	Gallardo, Giselle	Mayor's Office	unexcused absence
11	Guerrier, Shaunteria	2	✓
12	Harding, Cassandra	8	excused absence
13	Iglesias, Daniel	12	unexcused absence
14	Leonico, Jose	10	✓
15	Marrero, Patricia	6	unexcused absence
16	Mathieu, Mara	2	excused absence
17	Mueller, Cheyenne	4	unexcused absence
18	Navarro, Stephanie	5	excused absence
19	Opar, Jori	3	✓
20	Ortega, Vanessa	10	excused absence
21	Perry, Sierra	1	unexcused absence
22	Pierre, Travon	1	N/A
23	Radick, Alex	4	unexcused absence
24	Reyes, Emelie	11	excused absence
25	Rodriguez, Brian	13	✓
26	Rodriguez, Doris	3	unexcused absence
27	Rodriguez, Maria	7	unexcused absence
28	Romero, Laura	Agenda Coordinator	✓
29	Rosell, Sabrina	11	excused absence
30	Salazar, Adriana	6	unexcused absence
31	Schoreder-Stephens, Logan	MDCPS/DSGA	✓
32	Valdes, Aaron	12	unexcused absence
33	Wahman, Hajar	9	✓

OFFICIAL FILE COPY
CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA

MEMORANDUM

Agenda Item No. 7 (F)

TO: Honorable Chairman Dennis C. Moss
and Members, Board of County Commissioners

DATE: January 21, 2010

FROM: R. A. Cuevas, Jr.
County Attorney

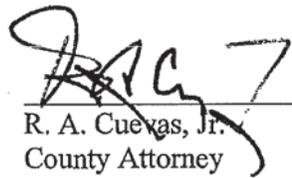
SUBJECT: Ordinance creating the
Miami-Dade County Youth
Commission and establishing
the duties and responsibilities
of such commission

Ordinance No. 10-05

This ordinance was amended at the Health, Public Safety and Intergovernmental Committee on December 10, 2010 with the following amendment:

The fiscal impact statement and the County Manager's report were amended to designate different staff to support the proposed board than was originally designated, and the fiscal impact of creating the Youth Commission was modified accordingly.

The accompanying ordinance was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Barbara J. Jordan, and Co-Sponsors Commissioner Rebeca Sosa and Senator Javier D. Souto.



R. A. Cuevas, Jr.
County Attorney

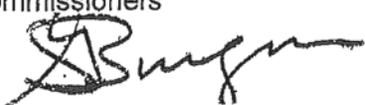
RAC/cp

Memorandum



Date: January 21, 2010

To: Honorable Chairman Dennis C. Moss and Members,
Board of County Commissioners

From: George M. Burgess
County Manager 

Subject: County Manager's Report Regarding the Ordinance Creating the Miami-Dade
County Youth Commission

This ordinance was amended at the Health, Public Safety and Intergovernmental Committee meeting of December 10, 2009. The amendment refers to item #3 in the report and changes the recommendation for staffing of the Miami-Dade County Youth Commission to the Juvenile Services Department (JSD) with no fiscal impact to the County.

In accordance with Section 2-11.37 of the Miami-Dade County Code, the following information is provided regarding the proposed creation of the Miami-Dade County Youth Commission (the "Youth Commission").

1. ***Whether the establishment of the board will create sufficient betterment to the community to justify the Board of County Commissioner's delegation of a portion of its authority.***

The Youth Commission is designed to serve as an advisory board to the Board of County Commissioners (BCC) on issues affecting youth and the teen population with special emphasis on the program operated by Miami-Dade County. Comprised of high school students in the 10th, 11th, and 12th grades, the intent of the Miami-Dade County Youth Commission is to provide an opportunity to recognize and promote the value of the youth in Miami-Dade County. Youth participating in the Commission will be afforded exposure to the mechanisms of County government, and have the opportunity to learn about government while participating in governmental processes. The BCC will appoint twenty-six (26) youth between the ages of fifteen (15) and eighteen (18) from the Miami-Dade Public School System. While the Youth Commission is not proposed to have any delegated authority, it serves to better inform the Mayor and BCC on matters affecting youth and teens, improve overall relationships among youth and adults and foster increased collaboration among youth organizations for the overall benefit of the community and its residents.

2. ***Whether another board or agency, either public or private, which is already in existence, could serve the same purpose.***

Currently there is no other Board or agency that specifically serves the same purpose as the Youth Commission. While there are County departments that serve youth, such as the Juvenile Services Department, Community Action Agency, Parks and Recreation and Department of Human Services, the services provided are targeted to particular

populations or groups. The duties and responsibilities of the Youth Commission are unique and global in nature:

- Foster increased youth involvement in the affairs of County government;
- Study problems and hold forums on issues, activities and concerns of youth in the County;
- Comment upon existing or proposed legislation, ordinances, resolutions and policies that impact the youth in Miami-Dade County;
- Present methods to resolve youth-related conflicts between youth and between youth and adults;
- Recommend the implementation of community programs to improve the lives of youth;
- Monitor programs and policies that affect youth to ensure that they are achieving the intended results;
- Work with other youth organizations in the County to collaborate on shared issues and interests;
- Submit to the Mayor and Board of County Commissioners an annual report of the activities of the Commission in the month of May prior to the end of the regular school year;
- Serve as the Violence Intervention Program representative for their respective school, as permitted by the Miami-Dade County Public School System;
- Facilitate an annual Youth Summit in conjunction with the Juvenile Services Department and the South Florida Workforce Investment Board's (SFWIB) Youth Council;
- The Chairman of the Youth Commission shall serve as an appointed member of the South Florida Workforce Investment Board's Youth Council;
- Work with the South Florida Workforce Board on employment and training opportunities for Miami-Dade County youth; and
- Utilize social networking sites and or technology to engage and inform the youth of their community of important County activities.

3. *The costs, both direct and indirect, of establishing and maintaining the Board.*

The ordinance relating to the Miami-Dade Youth Commission is not projected to have a fiscal impact on Miami-Dade County. It is recommended that the Juvenile Services Department staff the Youth Commission with support from the South Florida Workforce Investment Board.

Chatham County Youth Commission in Savannah, Georgia serves as the model for the Miami-Dade County Youth Commission. Chatham County's Youth Commission has 38 members that work with a staff of eight, five of which have positions within Chatham County. There is a Youth Commission Director, who is also the Chatham County Employee Services and Training Manager, three Youth Commission Advisors, a Public Relations Director and three graduate advisors.

4. ***Whether the board is necessary to enable the County to obtain State or federal grants or other financing.***

Creation of the Youth Commission is not necessary to obtain State or federal grants or other financing.

5. ***Whether the board should have bonding authority.***

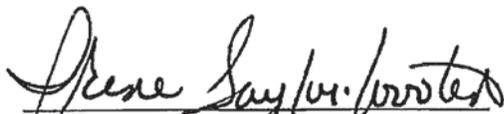
The Youth Commission will not have bonding authority.

6. ***Whether the board should have final authority to enter into contracts and spend County funds, or whether its contracts and expenditures must be ratified by the Board of County Commissioners.***

The Ordinance does not grant authority to the Youth Commission to enter into contracts and spend County funds.

7. ***Whether the creation of a new board is the best method of achieving the desired benefit.***

Establishing the Miami-Dade Youth Commission will ensure that the youth of this community have a voice to address policies and laws which impact youth.

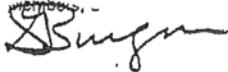

Special Assistant for Social Services

Memorandum



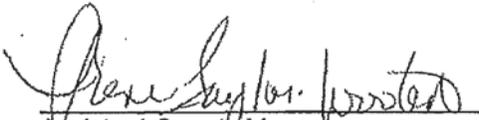
Date: January 21, 2010

To: Honorable Chairman Dennis C. Moss
and Members, Board of County Commissioners

From: George M. Burgess
County Manager 

Subject: Ordinance Creating the Miami-Dade County Youth Commission

The proposed ordinance creating the Miami-Dade County Youth Commission and establishing the duties and responsibilities of the Commission, will not result in a fiscal impact to Miami-Dade County.


Assistant County Manager

fis01810

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MEMORANDUM

(Revised)

TO: Honorable Chairman Dennis C. Moss
and Members, Board of County Commissioners

DATE: January 21, 2010

FROM: R. A. Cuevas, Jr.
County Attorney

SUBJECT: Agenda Item No. 7(F)

Please note any items checked.

- "3-Day Rule" for committees applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Ordinance creating a new board requires detailed County Manager's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's ____, 3/5's ____, unanimous ____) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

6

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 7 (F)
1-21-10

ORDINANCE NO. 10-05

ORDINANCE CREATING THE MIAMI-DADE COUNTY YOUTH COMMISSION AND ESTABLISHING THE DUTIES AND RESPONSIBILITIES OF SUCH COMMISSION; PROVIDING FOR APPOINTMENT OF STUDENT REPRESENTATIVES AS ITS MEMBERS; SETTING FORTH QUALIFICATIONS OF MEMBERS AND TERMS OF OFFICE, PROVIDING FOR ELECTION OF OFFICERS AND OTHER MATTERS; PROVIDING FOR EXCEPTION TO SECTION 2-11.38 OF THE CODE OF MIAMI-DADE COUNTY RELATING TO REQUIREMENT THAT COUNTY BOARD MEMBERS BE ELECTORS; PROVIDING FOR COUNTY STAFF SUPPORT; PROVIDING SEVERABILITY, INCLUSION IN THE CODE, AND AN EFFECTIVE DATE

WHEREAS, the youth in our County have particular insight and opinions on the issues affecting youth and the teen population, especially County programs relating to youth and teens; and

WHEREAS, having input from young people will be a helpful complement to the decision-making process of the Board of County Commissioners; and

WHEREAS, creation of this Commission will serve the added purpose of exposing youth to county government; and

WHEREAS, the Chatham County Youth Commission in Savannah, Georgia is the first Youth Commission, and it has served as a model for the majority of the Youth Commissions which have been formed and will serve as a model for the Miami-Dade County Youth Commission,

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NOW THEREFORE BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA:

Section 1. Creation of the Miami-Dade County Youth Commission. There is hereby created the Miami-Dade County Youth Commission (the "Youth Commission"), which is an advisory board of Miami-Dade County. The purpose of the Youth Commission is to provide the youth of Miami-Dade County with a vehicle to learn about government, participate in the process of Miami-Dade County government, represent and articulate the needs of youth in the County, and advise the Mayor and Board of County Commissioners on matters affecting the youth and teen population, especially County programs relating to youth and teens.

Section 2. Duties and responsibilities of the Youth Commission. The Youth Commission shall have the following duties and responsibilities:

- (a) Foster increased youth involvement in the affairs of County government;
- (b) Study problems and hold forums on issues, activities and concerns of youth in the County;
- (c) Comment upon existing or proposed legislation, ordinances, resolutions and policies that impact the youth in Miami-Dade County;
- (d) Present methods to resolve youth-related conflicts between youth and between youth and adults;
- (e) Recommend the implementation of community programs to improve the lives of youth;
- (f) Monitor programs and policies that affect youth to ensure that they are achieving the intended results;
- (g) Work with other youth organizations in the County to collaborate on shared issues and interests;
- (h) Submit to the Mayor and Board of County Commissioners an annual report of the activities of the Commission in the month of May prior to the end of the regular school year;

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- (i) Serve as the Violence Intervention Program representative for their respective school, as permitted by the Miami-Dade County Public School System;
- (j) Facilitate an annual Youth Summit in conjunction with the Juvenile Services Department and the South Florida Youth Advisory Board; and
- (k) Utilize social networking sites and/or technology to engage and inform the youth of their community of important County activities.
- (l) Participate in a workshop which will introduce the Youth Commission members to a County Commission agenda process, a mock county commission meeting, the role of the officials who appoint them and the County Attorney, at a minimum.
- (m) The member of the Youth Commission appointed by the Mayor shall be designated as a member of the South Florida Workforce Youth Advisory Council.

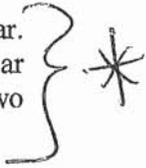
Additionally, each member of the Youth Commission is to meet with the official who appointed the Youth Commission member on a quarterly basis or at the discretion of the appointing official, as is mutually convenient for the Youth Commission member and appointing official to discuss teen and community issues of concern to them.

Section 3. Commission Composition; Qualifications; Process for Nomination and Appointment; Exceptions to County Code; Term; Officers; Rules of Procedure; Staff Support.

- (a) The Youth Commission shall be composed of twenty-seven (27) youth who will serve as voting members of the Youth Commission.
- (b) Each County Commissioner shall appoint two members of the Youth Commission. At least one of the students appointed by a County Commissioner shall be a Miami-Dade County public school student. One of the students appointed by a Commissioner may be a student attending a parochial or private school in the Commissioner's district. The members of the Youth Commission shall be between the ages of fifteen (15) to eighteen (18) years old at the time of appointment and be in the 10th, 11th, or 12th grade.

To be qualified for appointment, such student shall have a minimum 2.0 grade point average and shall demonstrate a sincere interest and the motivation to work for the community and have a background in community-based activity.

- (c) Each member of the County Commission shall receive the names of high school students from public private and parochial high schools in his or her district. Such high schools shall be requested to forward the names and resumes of interested students for appointment to the Youth Commission to the office of the County Commissioner of the commission district in which the high school is located. The County Commissioner shall interview the nominated student and forward the name and the resume of the students appointed by the County Commissioner to the Clerk of the Board of County Commissioners.
- (d) The Mayor of Miami-Dade County, the Chairperson of the Board of County Commissioners, the County Manager, the Clerk of the Board of County Commissioners and the Agenda Coordinator for the Board of County Commissioners shall each select a Miami-Dade Public School System student to be a non-voting member of the Youth Commission. The Youth Commission member selected by each official shall meet the qualifications set forth in subparagraph (b) above. Each of these officials shall receive the names of high school students from the Miami-Dade County School Board. Each official or his or her designee shall interview the nominated student and forward the name and the resume of the student appointed by the official to the Clerk of the Board of County Commissioners. These nonvoting members of the Youth Commission shall be exposed to and given the opportunity to learn the role of the official who appointed them as non-voting members of the Youth Commission.
- (e) The Miami-Dade County Public School student who is appointed to serve on the Miami-Dade County School Board shall be an ex-officio voting member of the Youth Commission.
- (f) Notwithstanding Section 2-11.38 of the Code of Miami-Dade County, the members of the Youth Commission shall not be required to be an elector of Miami-Dade County.

- (g) The term of office for each member shall be one (1) year. Members may be appointed for a subsequent one (1) year term; provided, that no member shall serve more than two (2) years as a member of the Youth Commission. 
- (h) The Youth Commission members shall annually elect a voting member as chairperson and other officers it deems necessary from its voting membership.
- (i) The Youth Commission shall adopt its own rules and regulations, as may be necessary and appropriate to carry out its responsibilities, subject to the approval of the County Mayor or his or her designee.
- (j) The County Mayor shall designate staff support sufficient to carry out the purposes of this ordinance and provide facilities for meetings and other activities, as necessary. Programming for the Youth Commission shall be executed jointly and in coordination with the Teen Court and Violence Intervention Project programs,

Section 4. Youth Commission Committees. The Youth Commission may establish such committees as are deemed necessary and appropriate to assist in its function and duties. Members of such committees may include nonvoting members and nonmembers of the Youth Commission.

Section 5. Meetings. The Youth Commission, which is subject to the Government in the Sunshine and Public Records requirements, shall meet at the call of the Chairperson or at the request of the majority of the membership, but no less than once monthly. A majority of the voting members of the Commission shall constitute a quorum for the transaction of business. A vote of a majority of the voting members present constituting a quorum shall be required to constitute action taken by the Youth Commission. The meetings of the Youth Commission may be conducted in the Board of County Commission Chambers and if so conducted, shall be televised and broadcast on Miami-Dade TV.

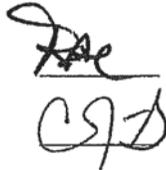
Section 6. If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected by such invalidity.

Section 7. It is the intention of the Board of County Commissioners, and it is hereby ordained that the provisions of this ordinance, including any sunset provision, shall become and be made a part of the Code of Miami-Dade County, Florida. The sections of this ordinance may be renumbered or relettered to accomplish such intention, and the word "ordinance" may be changed to "section," "article," or other appropriate word.

Section 8. This ordinance shall become effective ten (10) days after the date of enactment unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

PASSED AND ADOPTED: **January 21, 2010**

Approved by County Attorney as
to form and legal sufficiency:



Prepared by:

Cynthia Johnson-Stacks

Prime Sponsor: Commissioner Barbara J. Jordan
Co-Sponsor: Commissioner Rebeca Sosa
Co-Sponsor: Senator Javier D. Souto

MEMORANDUM

MSC
Agenda Item No. 1G8

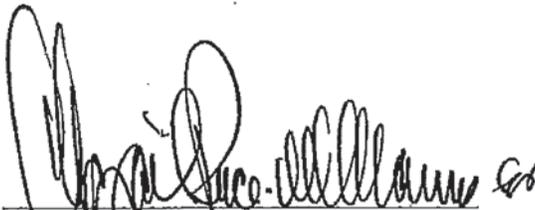
TO: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

DATE: August 26, 2015

FROM: R. A. Cuevas, Jr.
County Attorney

SUBJECT: Ordinance amending section
2-2062 of the Code to allow
members of the Miami-Dade
County Youth Commission to
serve up to three one-year terms

The accompanying ordinance was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Barbara J. Jordan and Co-Sponsor Commissioner Rebeca Sosa.



R. A. Cuevas, Jr.
County Attorney

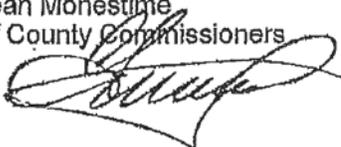
RAC/smm

Memorandum

MIAMI-DADE
COUNTY

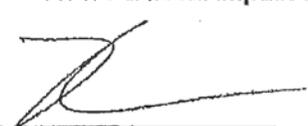
Date:

To: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor 

Subject: Ordinance Relating to the Miami-Dade County Youth Commission

The proposed Ordinance relating to the Miami-Dade County Youth Commission amends Section 2-2062 of the Code allowing members to serve up to three one-year terms. Implementation of this ordinance will not have a fiscal impact on the County.



Russell Benford
Deputy Mayor

File 07415



MEMORANDUM

(Revised)

TO: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

DATE: June 2, 2015

FROM: 
R. A. Cuevas, Jr.
County Attorney

SUBJECT: Agenda Item No. 4(B)

Please note any items checked.

- "3-Day Rule" for committees applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Ordinance creating a new board requires detailed County Mayor's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's _____, 3/5's _____, unanimous _____) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 4(B)
6-2-15

ORDINANCE NO. _____

ORDINANCE AMENDING SECTION 2-2062 OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA TO ALLOW MEMBERS OF THE MIAMI-DADE COUNTY YOUTH COMMISSION TO SERVE UP TO THREE ONE-YEAR TERMS; PROVIDING SEVERABILITY, INCLUSION IN THE CODE, AND AN EFFECTIVE DATE

WHEREAS, according to Section 2-2062(b) of the Code of Miami-Dade County, each County Commissioner appoints two members of the Miami-Dade County Youth Commission ("Youth Commission"), an advisory board to the County Commission; and

WHEREAS, according to Section 2-2062(b) of the Code of Miami-Dade County, members of the Youth Commission shall be between the ages of 15 to 18 years old at the time of appointment and be in the tenth, eleventh or twelfth grade; and

WHEREAS, according to Section 2-2062(g) of the Code of Miami-Dade County, no member shall serve more than two years as a member of the Youth Commission; and

WHEREAS, dedicated members who joined the Youth Commission in the tenth grade may hope to remain on the Youth Commission during their senior year of high school; and

WHEREAS, on January 21, 2010, the Board of County Commissioners enacted Ordinance No. 10-06, amending Chapter 2, Section 2-11.38.2 of the Code of Miami-Dade County, Florida to permit the waiver of term limits for members of County boards; and

WHEREAS, in accordance with Section 2-11.38.2 of the Code of Miami-Dade County, the Board of County Commissioners may, by a two-thirds vote of members present, waive the term limit restriction; and

WHEREAS, currently a County Commissioner wishing to reappoint a high school student to a third year on the Youth Commission must seek approval from this Board in accordance with Section 2-11.38.2 of the Code of Miami-Dade County; and

WHEREAS, amending Section 2-2062(g) of the Code of Miami-Dade County to allow members of the Youth Commission to serve up to three one-year terms will help facilitate and expedite re-appointment of high school seniors who have proven their dedication and commitment to the Youth Commission,

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA:

Section 1. Section 2-2062 of the Code of Miami-Dade County, Florida, is hereby amended as follows:¹

Sec. 2-2062. Commission Composition; Qualifications; Process for Nomination and Appointment; Exceptions to County Code; Term; Officers; Rules of Procedure; Staff Support.

* * *

(g) The term of office for each member shall be one (1) year. Members may be appointed for >>up to two<< ~~[[#]]~~ subsequent one-year >>terms;<< ~~[[term;]]~~ provided, that no member shall serve more than >>three (3)<< ~~[[two (2)]]~~ years as a member of the Youth Commission.

* * *

¹ Words stricken through and/or ~~[[double bracketed]]~~ shall be deleted. Words underscored and/or >>double arrowed<< constitute the amendment proposed. Remaining provisions are now in effect and remain unchanged.

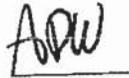
Section 2. If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected by such invalidity.

Section 3. It is the intention of the Board of County Commissioners, and it is hereby ordained that the provisions of this ordinance, including any sunset provision, shall become and be made a part of the Code of Miami-Dade County, Florida. The sections of this ordinance may be renumbered or relettered to accomplish such intention, and the word "ordinance" may be changed to "section," "article," or other appropriate word.

Section 4. This ordinance shall become effective ten (10) days after the date of enactment unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

PASSED AND ADOPTED:

Approved by County Attorney as
to form and legal sufficiency:



Prepared by:



Estephanie Resnik

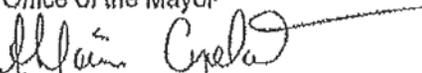
Prime Sponsor: Commissioner Barbara J. Jordan
Co-Sponsor: Commissioner Rebeca Sosa

MEMORANDUM



DATE: January 18, 2012

TO: Russell Benford
Deputy Mayor
Office of the Mayor

FROM: 
Morris Copeland, CPM
Director
Juvenile Services Department

SUBJECT: Miami-Dade County Youth Commission By-Laws

This is to request your review and final approval of the attached By-Laws developed by the Youth Commission and approved by them at the meeting held on December 15, 2011. According to the Ordinance dated January 21, 2010 which created the Youth Commission, section 3, paragraph (l), page 12, states, 'The Youth Commission shall adopt its own rules and regulations, as may be necessary and appropriate to carry out its responsibilities, subject to the approval of the County Mayor and his or her designee.'

Should you have any questions or comments, please contact Ms. Jeannette Garcia at 305-765-6238.

<p>APPROVED </p> <hr/> <p>Russell Benford Deputy Mayor</p>	<p>DATE</p> <p><u>1-23-12</u></p>	<p>DISAPPROVED</p> <hr/> <p>Russell Benford Deputy Mayor</p>
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Attachment
MC/gw

**Miami-Dade County Youth Commission
By-Laws and Procedures**

Article I - Attendance and Meetings

Section 1: Meetings. In accordance with the ordinance establishing the Miami-Dade County Youth Commission (Henceforth referred to as "Commission" or "Youth Commission"), its members shall meet at the call of the Chairperson or at the request of the majority of the membership but no less than once monthly at an agreed upon time and place.

Section 2: Attendance and Excused Absences (Hereafter defined as not being in communication with the Youth Commission while the Commission is in session). Youth Commissioners shall attempt to be present at all meetings of the Youth Commission. In the event that he/she cannot make it to a meeting it is his/her responsibility to contact the Chairperson, Parliamentarian, and Juvenile Services Department liaison, via email, with an excuse as to why he/she cannot be present. It shall be up to the Chairperson and the Juvenile Services Department liaison to determine whether it constitutes a valid excuse or not.

Section 3: Unexcused absences and Penalties. In the event, that no valid excuse is presented, the absence shall count as an unexcused absence during the roll call. A maximum of two unexcused absences will be permitted. Any amount of absences after that shall be subject to the penalties administered by the Chairperson which may include, exclusion from voting privileges for an a maximum of two consecutive meetings, and/or the dismissal of a Youth Commissioner by the County Commissioner which appointed him/her.

Article II - Executive Committee and Positions

Section 1: Committee Role, Size. The Executive Committee is responsible for overall policy and direction of the Youth Commission, and delegates responsibility for day-to-day operations to the Youth Commission Chair and subsequent Subcommittees that may be created as are needed.

Section 2: Committee Elections. Election of the new Executive Committee will occur as the first item of business at the annual meeting of the incorporation, following that year's appointment ceremony where new Youth Commissioners are appointed to the board. The Executive Committee will be elected by a majority vote of the voting members sitting on the Youth Commission and present at the aforementioned meeting. If the first meeting occurs prior to the appointment ceremony but after the end of the terms of the previous year's Executive Committee elections of temporary appointees to the Executive Committee shall be held on the first meeting of the year. A commissioner appointed in this manner will serve only until official elections are held. These elections will be performed in the same manner as the official elections that occur after the appointment ceremony.

Section 3: Terms. All Executive Committee members shall serve one year terms, but are eligible for re-election to a second term.

Section 4: Officers and Duties. There shall be five officers of the Executive Committee consisting of a Chair, Vice Chair, Secretary, Parliamentarian, and Historian. Their duties are as follows:

Subsection 1: The Chair shall convene regularly scheduled Youth Commission meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: Vice-Chair, Secretary, Parliamentarian and Historian, shall see that all orders and resolutions of the Committee are carried into effect, shall delegate any specific powers, except such as may be by statute exclusively conferred on the Chairman, to any other officer or officers of the Youth Commission, shall be Ex- Officio a member of all committees.

Subsection 2: The Vice-Chair will shall assist the Chair in carrying out the duties of the position and preside over any meetings or events in which the Chair is not present. The vice chairperson shall become the chairperson if the chairperson is unable to continue his/her office. The vice chairperson shall become acting chairperson if the chairperson is unable to attend a meeting.

Subsection 3: The Secretary shall be responsible for keeping records of Youth Commission actions, including overseeing the taking of minutes at all meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Committee members, and assuring that appropriate records are maintained. In the case that both the chairperson and the vice chairperson fail to attend a meeting, the secretary becomes the acting chairperson for that one meeting. If both the chairperson and the vice chairperson are unable to continue their positions, the secretary will oversee elections of a new chairperson and vice-chairperson.

Subsection 4: The Parliamentarian shall advise the Youth Commission on the proper parliamentary process during all meetings, shall maintain proper decorum of the members present during all meetings and events, shall be called upon to make decisions concerning conflicting interpretations of the rules governing the Youth Commission's meetings, shall call a role call at the beginning of each meeting and keep adequate record of it, shall update the Chair on the proper voting majorities of one-half majority and two-thirds majority for differing voting procedures, and shall keep an accurate record of the votes taken during meetings, informing the Chairperson of how many votes for, against and abstaining for the Commission record. In the case that the chairperson, the vice chairperson, and the secretary all fail to attend a meeting, the parliamentarian becomes the acting chairperson for that one meeting. If the chairperson, the vice chairperson and secretary are unable to continue their positions, the parliamentarian will oversee elections of a new chairperson, vice-chairperson, and secretary.

Subsection 5: The Historian shall keep an adequate photographic and written record of events held or attended by the Youth Commission, which shall include but not be limited to meetings, fundraisers, and community events; shall prepare and present a yearly record of all the accomplishments of the Youth Commission and present it to the Chair at a meeting held at the annual incorporation meeting.

Section 6: Resignation, Termination and Absences From the Executive Committee. Resignation from the Committee must be in writing and received by the Secretary, the liaison between the County Commission the Youth Commission, the Clerk of Courts of Miami-Dade County, and the County Commissioner or other official that appointed him/her. A Committee member shall be forced to resign from the executive committee after three consecutive absences, unless a majority of the Commission votes to extend the maximum allowed number of absences for that Committee member. Committee member may be removed for other reasons by a three-fourths vote of the remaining members.

Article III - Decorum

Section 1: Rules for Behavior.

Subsection 1: No weapons shall be permitted in Committee meetings

Subsection 2: On issues that the bylaws do not address, Robert's Rules of Order shall prevail.

Subsection 3: Members of the Commission may not discuss any matter of business that may come before the committee in accordance to Florida Sunshine Law.

Subsection 4: Members are expected to follow the Conflict of Interest and Code of Ethics Ordinance.

Subsection 5: Members are expected to dress in business or Youth Commission attire (Youth Commission polo and khaki pants or a khaki skirt. Khaki skirts that have a hemline more than three (3) inches above the knee may not be worn.) attire unless otherwise notified.

Section 2: Regarding the Suspension of Voting Rights

Subsection 1: The Chairperson shall have the right to rule a member out of order if he/she becomes unruly, purposefully infringes the By-laws, Robert's Rules of Orders, or acts in a menacing or harassing way to the Commission, its members, and its corresponding liaisons.

Subsection 2: The minimal length of a suspension of voting rights shall be at least one meeting long.

Subsection 3: A suspension of voting rights for a single offense may not last for longer than one meeting at which the member is present.

Subsection 4: If a member who has his/her voting rights suspended is absent at a meeting, their voting rights shall be suspended for an additional meeting.

Section 3: Grounds for Removal From a Committee Meeting

Subsection 1: Any member who, after being warned by the Parliamentarian that they are in violation of parliamentary procedures, continues to violate the parliamentary procedures may be removed by a two-thirds vote of Committee members.

Subsection 2: Any member causing a serious disruption to a meeting may be removed by a two-thirds vote of Committee members.

Section 4: Grounds for Expulsion from the Miami-Dade Youth Commission

Subsection 1: Any member of the Commission who engages in a violent or a menacing manner against another member of the Commission

Subsection 2: Any member convicted of a felony

Subsection 3: Any member who is expelled from their school

Subsection 4: The official who appointed a Youth Commission member may request a vote to remove said Youth Commission member. The Youth Commission shall vote, and in the case of a two-thirds or greater vote to remove the member, the Youth Commission member will be removed from the Youth Commission.

Article IV – Voting Procedures

Section 1: Voting. The formal expression of preference for a proposed resolution by voting members of the Youth Commission shall be the means by which a preference can be made known; it must be by a raise of hands, with the Parliamentarian recording the votes.

Section 2: Majorities. A simple majority shall constitute fifty-percent plus one of the voting members; a super-majority shall constitute two-thirds of the total number of voting Members; and a unanimous vote shall constitute the complete Commission without objections.

Section 3: Quorum. In order to vote a quorum must be obtained to make and pass decisions.

Subsection 1: Before voting takes place the Chair must establish how the voting will be counted and whether a simple majority or a super-majority will be required to pass the motion.

Section 4: Voting Procedures

Subsection 1: Vote by show of hands. If the vote is taken by show of hands, the Chair, must ask who is in favor, against, or abstains from the vote and count the votes out loud for the record of the Commission.

Subsection 2: Vote by roll-call. After counting those in-favor, against, or abstaining, Parliamentarian must announce how many votes for, against and abstaining for the Commission record.

Subsection 3: Vote by ballot. This form of voting can be ordered by a majority vote or general consent if motioned by the Commission.

Section 5: Tie Vote. On a tie vote the motion is lost. The Chair, may vote to make it a tie, but may not vote again afterward on the same motion. In case of an appeal, the question is, "Shall the decision of the chair stand as the judgment of the Commission?" a tie vote, even though his/her vote made it a tie, sustains the Chair, upon the principle that the decision of the Chair can be reversed only by a majority of the present Voting Members.

Subsection 1: Members shall abstain for voting if it poses particular benefit to himself/herself. This does not apply to votes pertaining to Executive Committee Elections.

Section 5: Votes that are Null and Void even if Unanimous. No motion is in order that conflicts with the laws of the nation, or state, or with the assembly's constitution or by-laws, and if such a motion is adopted, even by a unanimous vote, it is null and void. No rule that conflicts with a rule of a higher order is of any authority;

Section 6: General Agreement. When there is no evident opposition, the formality of voting can be avoided by the Chair if there is there is no objection to the proposed action, and announcing the result.

Article V – Amendments

Section 1: Proposed Changes. Any proposed alteration or amending to these by-laws must upon be written and provided with at least ten days prior to the meeting where debate or voting on such changes will be made.

Section 2: Amendment Approval. Any changes shall require a supermajority of the voting members of Commission, during a meeting where a quorum is obtained.

This document was approved by the Miami-Dade County Youth Commission on Thursday, December 15th, at 5:17 PM

Miami-Dade County Youth Commission

By-Laws and Procedures

Article I – Appointments and Terms

Section 1: Appointments. Youth Commissioners shall be appointed by vacancy by July 1st. Youth Commissioners appointed after this date shall be treated retroactively, in which the Youth Commissioner shall be counted as having been appointed, but not present at any meeting that occurred between their actual appointment date and July 1st. However, unattended meetings between two days after their actual appointment date and July 1st shall not be counted as absences.

Section 2: Members of the Youth Commission who have not been appointed are not considered in regards to quorum, nor can they be considered retroactively for meetings that have passed prior to their actual date of appointment.

Article II – Attendance and Meetings

Section 1: Meetings. In accordance with the ordinance establishing the Miami-Dade County Youth Commission (Henceforth referred to as “Commission” or “Youth Commission”), its members shall meet at the call of the Chairperson or at the request of the majority of the membership but no less than once monthly at an agreed upon time and place.

Section 2: Attendance and Excused Absences (Hereafter defined as not being in communication with the Youth Commission while the Commission is in session). Youth Commissioners shall attempt to be present at all meetings of the Youth Commission. In the event that he/she cannot make it to a meeting it is his/her responsibility to contact the Chairperson, Parliamentarian, and Juvenile Services Department liaison, via email, with an excuse as to why he/she cannot be present. It shall be up to the Chairperson and the Juvenile Services Department liaison to determine whether it constitutes a valid excuse or not.

Section 3: Unexcused absences and Penalties. In the event, that no valid excuse is presented, the absence shall count as an unexcused absence during the roll call. A maximum of two unexcused absences will be permitted. Any amount of absences after that shall be subject to the penalties administered by the Chairperson which may include, exclusion from voting privileges for an a maximum of two consecutive meetings, and/or the dismissal of a Youth Commissioner by the County Commissioner which appointed him/her.

Article III – Executive Committee and Positions

Section 1: Committee Role, Size. The Executive Committee is responsible for overall policy and direction of the Youth Commission, and delegates responsibility for day-to-day operations to the Youth Commission Chair and subsequent Committees that may be created as are needed.

Section 2: Committee Elections. Election of the new Executive Committee will occur as the first item of business at the first meeting of August. The Executive Committee will be elected by a majority vote of the voting members sitting on the Youth Commission and present at the aforementioned meeting. If the first meeting occurs prior to the appointment ceremony but after the end of the terms of the previous year's Executive Committee elections of temporary appointees to the Executive Committee shall be held on the first meeting of the year. A commissioner appointed in this manner will serve only until official elections are held. These elections will be preformed in the same manner as the official elections that occur after the appointment ceremony.

Revised: *Thursday December 20th, 2012*

Section 3: Terms. All Executive Committee members shall serve until the end of their term as Youth Commissioners, but are eligible for re-election to a second term.

Section 4: Officers and Duties. There shall be five officers of the Executive Committee consisting of a Chair, Vice Chair, Secretary, Parliamentarian, and Historian. Their duties are as follows:

Subsection 1: The Chair shall convene regularly scheduled Youth Commission meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: Vice-Chair, Secretary, Parliamentarian and Historian, shall see that all orders and resolutions of the Committee are carried into effect, shall delegate any specific powers, except such as may be by statute exclusively conferred on the Chairman, to any other officer or officers of the Youth Commission, shall be Ex- Officio a member of all committees and shall be required to sign all official business in order to attest that it has been through proper parliamentary procedures and the policies and bylaws of the commission. In the case that the Parliamentarian, Secretary, or Historian are unable to continue their roles, the Chair shall also be responsible for appointing new officers to fill the vacancies.

Subsection 2: The Vice-Chair will shall assist the Chair in carrying out the duties of the position and preside over any meetings or events in which the Chair is not present. The vice chairperson shall become the chairperson if the chairperson is unable to continue his/her office. The vice chairperson shall become acting chairperson if the chairperson is unable to attend a meeting.

Subsection 3: The Secretary shall be responsible for keeping records of Youth Commission actions, including overseeing the taking of minutes at all meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Committee members, keep track of and announce all income and expenses from the youth commission and announcing what the income and expenses were as well as how much money remains in the budget at every meeting, and assuring that appropriate records are maintained. In the case that both the chairperson and the vice chairperson fail to attend a meeting, the secretary becomes the acting chairperson for that one meeting. If both the chairperson and the vice chairperson are unable to continue their positions, the secretary will oversee elections of a new chairperson and vice-chairperson.

Subsection 4: The Parliamentarian shall advise the Youth Commission on the proper parliamentary process during all meetings, shall maintain proper decorum of the members present during all meetings and events, shall be called upon to make decisions concerning conflicting interpretations of the rules governing the Youth Commission's meetings, shall call a role call at the beginning of each meeting and keep adequate record of it, shall update the Chair on the proper voting majorities of one-half majority and two-thirds majority for differing voting procedures, and shall keep an accurate record of the votes taken during meetings, informing the Chairperson of how many votes for, against and abstaining for the Commission record. In the case that the chairperson, the vice chairperson, and the secretary all fail to attend a meeting, the parliamentarian becomes the acting chairperson for that one meeting. If either the chairperson or the vice chairperson are unable to continue their positions, the parliamentarian will oversee elections of a new officer to fill the vacancy unless the parliamentarian was appointed by the Chair instead of through election, in which case a Youth Commissioner that is not a candidate in the elections must be selected by a vote to oversee the elections.

Subsection 5: The Historian shall keep an adequate photographic and written record of events held or attended by the Youth Commission, which shall include but not be limited to meetings, fundraisers, and community events; shall prepare and present a yearly record of all the accomplishments of the Youth Commission and present it to the Chair at a meeting held at the annual incorporation meeting.

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Article IV – Responsibilities of Non-Voting Members

Section 1: The Agenda Coordinator. The Youth Commissioner appointed by the Agenda coordinator shall be responsible for receiving requests for agenda items and composing the agenda. Requests for agenda items must be made by three (3:00) PM on the day prior to the day of the meeting. Each meeting's agenda shall be made available prior to the beginning of each meeting.

Section 2: The Clerk of Courts. The Youth Commissioner appointed by the Clerk of Courts shall be responsible for attesting that each official action made by the Youth Commission underwent proper parliamentary procedures. He/She shall also be responsible for notifying the appointing member of the Board of County Commissioners when the Youth Commissioner appointed by said commissioner from the Board of County Commissioners has accumulated more than three consecutive unexcused absences.

Article V – Decorum

Section 1: Rules for Behavior.

Subsection 1: No weapons shall be permitted in Committee meetings

Subsection 2: On issues that the bylaws do not address, Robert's Rules of Order shall prevail.

Subsection 3: Members of the Commission may not discuss any matter of business that may come before the committee in accordance to Florida Sunshine Law.

Subsection 4: Members are expected to follow the Conflict of Interest and Code of Ethics Ordinance.

Subsection 5: Members are expected to dress in business or Youth Commission attire (Youth Commission polo and khaki pants or a khaki skirt. Khaki skirts that have a hemline more than three (3) inches above the knee may not be worn.) unless otherwise notified.

Section 2: Regarding the Suspension of Voting Rights

Subsection 1: The Chairperson shall have the right to rule a member out of order if he/she becomes unruly, purposefully infringes the By-laws, Robert's Rules of Orders, or acts in a menacing or harassing way to the Commission, its members, and its corresponding liaisons.

Revised: *Thursday December 20th, 2012*

Subsection 2: The minimal length of a suspension of voting rights shall be at least one meeting long.

Subsection 3: A suspension of voting rights for a single offense may not last for longer than one meeting at which the member is present.

Subsection 4: If a member who has his/her voting rights suspended is absent at a meeting, their voting rights shall be suspended for an additional meeting.

Section 3: Grounds for Removal From a Committee Meeting or Commission Meeting

Subsection 1: Any member who, after being warned by the Parliamentarian that they are in violation of parliamentary procedures, continues to violate the parliamentary procedures may be removed by a two-thirds vote of Committee members.

Subsection 2: Any member causing a serious disruption to a meeting may be removed by a two thirds vote of Committee members.

Section 4: Grounds for Expulsion from the Miami-Dade Youth Commission

Subsection 1: Any member of the Commission who engages in a violent or a menacing manner against another member of the Commission

Subsection 2: Any member convicted of a felony

Subsection 3: Any member who is expelled from their school

Subsection 4: The Youth Commission may, with just cause, call for a vote to remove a member of the Youth Commission, and in the case of a two-thirds or greater vote said Youth Commission member shall be removed from the Youth Commission.

Article VI – Voting Procedures

Section 1: Voting. The formal expression of preference for a proposed resolution by voting members of the Youth Commission shall be the means by which a preference can be made known; it must be by a raise of hands, with the Parliamentarian recording the votes.

Section 2: Majorities. A simple majority shall constitute fifty-percent plus one of the voting members; a super-majority shall constitute two-thirds of the total number of voting Members; and a unanimous vote shall constitute the complete Commission without objections.

Section 3: Quorum. In order to vote a quorum must be obtained to make and pass decisions.

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Subsection 1: Vote by show of hands. If the vote is taken by show of hands, the Chair, must ask who is in favor, against, or abstains form the vote and count the votes out loud for the record of the Commission.

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Section 5: Tie Vote. On a tie vote the motion is lost. The Chair, may vote to make it a tie, but may not vote again afterward on the same motion. In case of an appeal, the question is, "Shall the decision of the chair stand as the judgment of the Commission?" a tie vote, even though his/her vote made it a tie, sustains the Chair, upon the principle that the decision of the Chair can be reversed only by a majority of the present Voting Members.

Subsection 1: Members shall abstain for voting if it poses particular benefit to himself/herself. This does not apply to votes pertaining to Executive Committee Elections.

Section 6: Votes that are Null and Void even if Unanimous. No motion is in order that conflicts with the laws of the nation, or state, or with the assembly's constitution or by-laws, and if such a motion is adopted, even by a unanimous vote, it is null and void. No rule that conflicts with a rule of a higher order is of any authority;

Section 7: General Agreement. When there is no evident opposition, the formality of voting can be avoided by the Chair if there is no objection to the proposed action, and announcing the result.

Article VII – Standing Committees

Section 1: Quorum. For all committees quorum shall be one half the total members with a minimum of three members present.

Section 2: Appointments. Committee positions shall be appointed by the Chairman of the Youth Commission.

Section 3: Standing Committees. There shall be two standing committees: a Public Relation, Marketing and Communications Committee and an Advocacy and Legislation Committee. Each committee shall have no less than six members.

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Section 1: Proposed Changes. Any proposed alteration or amending to these by-laws must be written and provided with at least ten days prior to the meeting where debate or voting on such changes will be made.

Section 2: Amendment Approval. Any changes shall require a supermajority of the voting members of Commission, during a meeting where a quorum is obtained.

Clerk of the Board Attest



**Miami-Dade County Youth Commission
By-Laws and Procedures**

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Section 1: Meetings. In accordance with the ordinance establishing the Miami-Dade County Youth Commission (Henceforth referred to as “Commission” or “Youth Commission”), its members shall meet at the call of the Chairperson or at the request of the majority of the membership but no less than once monthly at an agreed upon time and place.

Section 2: Attendance and Excused Absences (Hereafter defined as not being in communication with the Youth Commission while the Commission is in session). Youth Commissioners shall attempt to be present at all meetings of the Youth Commission. In the event that he/she cannot make it to a meeting it is his/her responsibility to contact the Chairperson, Parliamentarian, and Juvenile Services Department liaison, via email, with an excuse as to why he/she cannot be present. It shall be up to the Chairperson and the Juvenile Services Department liaison to determine whether it constitutes a valid excuse or not as stipulated within the guidelines of the MDCYC Policy and Procedures Manual.

Section 3: Unexcused absences and Penalties. In the event, that no valid excuse is presented, the absence shall count as an unexcused absence during the roll call. A maximum of two unexcused absences will be permitted. Any amount of absences after that shall be subject to the penalties administered by the Chairperson which may include, exclusion from voting privileges for an a maximum of two consecutive meetings, and/or the dismissal of a Youth Commissioner by the County Commissioner which appointed him/her.

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Section 1: Committee Role, Size. The Executive Committee is responsible for overall policy and direction of the Youth Commission, and delegates responsibility for day-to-day operations to the Youth Commission Chair and subsequent Committees that may be created as are needed.

Section 2: Committee Elections. Election of the new Executive Committee will occur as the first item of business at the first meeting of August. The Executive Committee will be elected by a majority vote of the voting members sitting on the Youth Commission and present at the aforementioned meeting. If the first meeting occurs prior to the appointment ceremony but after the end of the terms of the previous year's Executive Committee elections of temporary

appointees to the Executive Committee shall be held on the first meeting of the year. A commissioner appointed in this manner will serve only until official elections are held. These elections will be performed in the same manner as the official elections that occur after the appointment ceremony.

Section 3: Terms. All Executive Committee members shall serve until the end of their term as Youth Commissioners, but are eligible for re-election to a second term.

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Subsection 1: The Chair shall convene regularly scheduled Youth Commission meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: Vice-Chair, Secretary, Parliamentarian and Historian, shall see that all orders and resolutions of the Committee are carried into effect, shall delegate any specific powers, except such as may be by statute exclusively conferred on the Chairman, to any other officer or officers of the Youth Commission, shall be Ex- Officio a member of all committees and shall be required to sign all official business in order to attest that it has been through proper parliamentary procedures and the policies and bylaws of the commission. In the case that the Parliamentarian, Secretary, or Historian are unable to continue their roles, the Chair shall also be responsible for appointing new officers to fill the vacancies.

Subsection 2: The Vice-Chair will shall assist the Chair in carrying out the duties of the position and preside over any meetings or events in which the Chair is not present. The vice chairperson shall become the chairperson if the chairperson is unable to continue his/her office. The vice chairperson shall become acting chairperson if the chairperson is unable to attend a meeting.

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Secretary assumes acting chair role

Subsection 5: The Historian shall keep an adequate photographic and written record of events held or attended by the Youth Commission, which shall include but not be limited to meetings, fundraisers, and community events; shall prepare and present a yearly record of all the accomplishments of the Youth Commission and present it to the Chair at a meeting held at the annual incorporation meeting.

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Subsection 2: Vote by roll-call. After counting those in favor, against, or abstaining, Parliamentarian must announce how many votes for, against and abstaining for the Commission record.

Subsection 3: Vote by ballot. This form of voting can be ordered by a majority vote or general consent if motioned by the Commission.

Section 5: Tie Vote. On a tie vote the motion is lost. The Chair, may vote to make it a tie, but may not vote again afterward on the same motion. In case of an appeal, the question is, "Shall the decision of the chair stand as the judgment of the Commission?" a tie vote, even though his/her vote made it a tie, sustains the Chair, upon the principle that the decision of the Chair can be reversed only by a majority of the present Voting Members.

Subsection 1: Members shall abstain for voting if it poses particular benefit to himself/herself. This does not apply to votes pertaining to Executive Committee Elections.

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Article VII – Standing Committees

Section 1: Quorum. For all committees quorum shall be one half the total members with a minimum of three members present.

Section 2: Appointments. Committee positions shall be appointed by the Chairman of the Youth Commission after advice from the officers of the MDCYC and review of each member resume. And if the appointed chair of the committee misses three (3) committee meetings, he/she shall be removed from the committee chairmanship.

Section 3: Standing Committees. There shall be two standing committees: a Public Relation, Marketing and Communications Committee and an Advocacy and Legislation Committee. Each committee shall have no less than six members.

Section 4: The Youth Commission shall create committees in accordance to the allocated budget and priorities established and approved at the first or second meeting of the year.

Article VIII – Amendments

Section 1: Proposed Changes. Any proposed alteration or amending to these by-laws must be written and provided with at least ten days prior to the meeting where debate or voting on such changes will be made.

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Proposed Bylaw Revisions- Travon Pierre
Youth Commissioner District 1

*highlights
and changes*

*8/20/15
approved*

Article 11-Attendance and Meetings

Section 4: Committee Attendance. Committee meetings are hereby subject to account for unexcused and excused absences. If a Youth Commissioner is unable to attend a committee meeting, they shall notify the Committee Secretary and Committee Chair as per their excuse. Committee Absences shall constitute as half a regular youth commission meeting and therefore shall accumulate as so: 1 unexcused absence is equivalent to half a youth commission meeting, and then 2 unexcused absences is equivalent to a full youth commission meeting. These absences shall be subject to the same penalties as regular youth commission absences. Addition to by laws

Section 5: Youth Commission Obligations. Youth Commissioners are expected to dedicate at least 5 hours a month to youth commission activities, event planning, and or clerical work. 2 hours are dedicated from Monthly Meetings, 1 hour from committee meetings, the other 2 hours may be committed either through office work, and or event attendance with approval from staff. Youth Commission hours will be monitored, updated, approved and or declined by Staff. Youth Commissioners must commit to the monthly hours in order to receive any hours given by the youth commission staff for community service.

Article III – Executive Committee and Positions

Section 1: Committee Role, Size. The Executive Committee is responsible for overall policy and direction of the Youth Commission, and delegate responsibility for day-to-day operations to the Youth Commission Chair and subsequent Committees that may be created as are needed. The Executive Committee members may not serve as Chair, nor Vice-Chair within subsequent committees, only as Liaisons from the executive committee. The Executive Committee members must be in good-standing with the Bylaws, County Ordinance dedicated to the Youth Commission, and Policies of the Commission. The Executive shall not comprise of youth commissioners with an extended term, as to allow for the diversity of the commission. Addition to by laws

Section 4: Officers and Duties. There shall be five officers of the Executive Committee, consisting of a Chair, Vice-Chair, Secretary, Parliamentarian, and Financial Secretary. Their Duties are as follows:

Subsection 1: The Chair Shall Convene regularly scheduled youth commission meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: Vice Chair, Secretary, Parliamentarian and Treasurer, shall see that all orders and resolutions of the Committee's and or Commission are carried into effect, shall delegate any specific powers, except such as may be by statute exclusively conferred on the Chairman or Bylaws, to any other officer or officers of the Youth Commission, shall be an Ex-Officio member of all committees and shall be required to sign all official business in order to

attest that it has been through proper parliamentary procedures and the policies and bylaws of the commission. In the case that the Parliamentarian, Secretary, or Historian are unable to continue their roles, the chair shall also be responsible for appointing new officers to fill the vacancies. The Chair shall also appoint the Financial Secretary of the Youth Commission to serve as an Executive Committee Member.

Subsection 3: The Secretary shall be responsible for keeping records of Youth Commission actions, including overseeing the taking of minutes at all meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each committee member, youth commissioner, and or staff person, and assuring that appropriate records are maintained. The Secretary shall also be responsible for keeping track of the point system of the youth commission. Tasked to update, record, and oversee the point system per youth commission cycle, granted all authority to revise, strike, and or clarify the point system as necessary. In the case that both the chairperson and the vice chairperson fail to attend a meeting, the secretary becomes the acting chairperson for that one meeting. If both the chairperson and the vice chairperson are unable to continue their positions, the secretary will oversee elections of a new chairperson and vice chairperson.

Subsection 5; The Financial Secretary shall be responsible for oversight and approval of Fundraising Activities proposed, while following necessary procedure to ensure the fundraising project and or activity is in correspondence with the fundraising legislation adopted. Shall encourage and enact Fundraising projects and or activities. Shall oversee and monitor the Budget of the Youth Commission in conjunction with JSD staff. ~~The Comptroller~~ shall update the Youth Commission on the Budget, at their own or the Chair's Discretion, every two regular youth commission meetings. Shall keep in constant communication with Youth Commission staff on monetary matters. ~~The Comptroller~~ shall be appointed by the Chair with suggestions from the Vice Chair, Secretary, and Parliamentarian. The Youth Commission shall vote to approve the appointment of the ~~comptroller~~.

- **The Executive Committee Position, known as Historian, shall permanently be moved as the Chair of the Public Relations and Marketing Committee with the same duties and responsibilities as stated in their executive job description. The Historian will be subject to exclusion form the executive committee member role in addition to convening meetings in the absence of the Chair, Vice-Chair, Secretary, and Comptroller and or oversight of elections. The Historian, shall be responsible for keeping visual records of the youth commission.**

Section 6: Resignation, Termination, and Absences from the Executive Committee. Resignation from the committee must be in writing, or email, and received by the Secretary, the liaison between the County Commission and the Youth Commission for his/her district, and Youth Commission Staff persons. A committee member shall be forced to resign from the executive committee after three absences (consecutive or not), unless a majority of the commission votes to extend the maximum allowed number of absences for that Committee member. Committee members may be removed for other reasons by a majority vote of the remaining members of the committee or, the youth commission.

Article V- Decorum

Section 1: Rules and Behavior

Subsection 1: No weapons shall be permitted in Commission or Committee meetings.

Subsection 3: Members of the Commission may not discuss any matter of business that may come before the commission in accordance to Florida Sunshine Law.

Subsection 5: Members are expected to dress in business or Youth Commission attire. Youth Commission attire shall include, for both pants and skirts, the following colors: Khaki, Blue, and Black. –Jeans shall be allowed during regular youth commission meetings excluding formal youth commission events in which the youth commission may dress formally to attend or host those type of events. – Accessories that do not tamper or damage the youth commission attire may be permitted to non-formal events in which the youth commission shall decide which events are formal and which are not. Such accessories include but are not limited to: Suspenders, Ties, Bowties, Pins, Buttons, Scarves, sashes, etc. (Skirts that have a hemline more than three (3) inches above the knee may not be worn.)

Section 3: Grounds for Removal from a Committee Meeting or Commission Meeting

Subsection 1: Any member who, after being warned by the Parliamentarian that they are in violation of parliamentary procedures and or youth commission policy, continues to violate the parliamentary procedures and or youth commission policies may be removed by a majority vote of Youth Commission members or by the Advocacy and Legislation Committee Chair.

Subsection 2: Any member causing a serious disruption to a meeting may be removed by a majority vote of commission members.

Article VI- Voting Procedures

Section 1: Voting. The Formal expression of preference for a proposed resolution by voting members of the youth commission shall be the means by which a preference can be made known; it may either be by public ballot, raise of hands, or roll call with the Parliamentarian recording the votes.

Section 4: Voting Procedures

Subsection 1: Vote by Show of Hands. If the vote is taken by show of hands, the Chair must ask who is in favor, or against the vote and count the votes out loud for the record of the commission. (the word abstain was removed)

Subsection 2: Vote by roll-call. After counting those in Favor, or against the Parliamentarian must announce how many votes for and against for the Commission record. (abstain was removed)

Subsection 3: Vote by Public Ballot. This form of voting requires for the ballots to be put into public record. The Parliamentarian must record the votes and pass them along to the secretary to insert into the minutes for public notice of those who voted.

Article VII- Standing Committees

Section 3: Standing Committees. There shall be four standing committees: A Public Relations, Marketing and Communications Committee, an Advocacy and Legislation Committee, an Education and Services Committee, and a Community and Cultural Affairs Committee. Each committee shall have no less than 4 members. Committees shall consists of a Chair, Vice-Chair and Secretary. The Positions of Vice-Chair and Secretary shall be determined by the Committee Chair and approved by the Youth Commission Chair.

Section 4: The Chairperson shall create sub-committees in accordance to the allocated budget and priorities established and approved by the Youth Commission. Each Sub-committee shall have appointed Offices (By the Chairperson with advice from the Executive Committee) consisting of a Chair and Secretary.

Article VIII- Amendments

Section 1: Proposed Changes. Any proposed alteration or amending to the by-laws must be written, mailed, or emailed and provided with at least 5 days prior to the meeting where debate or voting on such changes will be made.

Section 2: Amendment Approval. Any changes shall require a simple majority of the voting members of the commission, during a meeting where a quorum is obtained.

*Miami-Dade County Youth Commission
Commission Meeting Minutes
111 NW 1ST Street Miami, FL
Thursday, March 10th, 2016*

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1A Call to Order

The Regular Miami-Dade Youth Commission Meeting was called to order by Commissioner Sabrina Rosell and convened at 4:00pm.

1B Roll Call

Parliamentarian Jose Leoncio facilitated roll call. Quorum was established.

1C Motion to Set Agenda and Pull List

Motion to set the agenda was made by Commissioner Samone Cowart. This motion was seconded by Commissioner Sabrina Rosell. Motion passes.

1D Reading and Approval of the Minutes

Motion to approve the minutes was made by Commissioner Samone Cowart. This motion was seconded by Commissioner Sabrina Rosell. Motion passes.

1E Guest Speaker

None

1F Correspondence No Report

2 Reports

2A Staff Liaison / Youth Commission Coordinator Reports

2A1 Staff Informational Report to the Youth Commission on Selected Topics

Mrs. Jeannette Garcia began the staff report by introducing the Sunset Review explaining that every two years it requires that any board created by the Miami-Dade Commissioners is to be reviewed to determine whether or not that given board should still exist. Mrs. Garcia also provided the commission with a memo made by the major's office as well as the required paperwork and questionnaire. She concluded by informing us that we must take a vote for its approve.

Parliamentarian Jose Leoncio motioned to approve the Sunset Review. Commissioner Gia Castillo seconded this motion. Motion passes.

To continue, Mrs. Garcia spoke about the current budget expenses which will be spent on the upcoming trip to Peace Jam which will take place April 8-10th. There will be a total of 10 commissioners attending Peace Jam, however one commissioner will be attending through her school. Also, two other groups will be accompanying the MDCYC on this trip: Miami Children Trust and an organization that works with foster and adopted children. Furthermore, the Youth Commission have spent a total of \$2,405.13 and \$560.25 allocated for meals and accidentals, which include expenses for hotel and \$100 for each commissioner attending. To add, there will be two chaperons accompanying the commission on this trip to Peace Jam. The commission will be traveling on a chartered bus. In regards, to the Appointment Ceremony, the historian has uploaded all the pictures onto the Google Drive account. Also, the annual trip is to Washington D.C, our fellow commissioner Brian Rodriguez and his father is assisting our commission by working on the opportunity for the MDCYC to meet Florida Legislatures, and our Commission Chair Sabrina Rosell has submitted the required paperwork to enable the commission to get a White House tour. As to the Implementing Order for the fundraising, it has been finalized and is waiting for approval from the BCC and the decision should be back by the Joint Meeting. As to the Joint Meeting, she informed the commission that any items that is to be discussed needs to be submitted through an Agenda Item Memo. Additionally, the communication office is now working on developing all of the MDCYC social media pages (Facebook, twitter, etc.) Lastly, as for the CRB anti-violence forum and OJJDP's Police and Youth Engagement Project, staff requested that more commissioners participate.

2B Executive Committee Report

2B1 Executive Committee Informational Report to the Youth Commission

No Reports

2C Youth Commission Officers Report

2C1 Chair No Report

2C2 Vice Chair No Report

2C3 Secretary No Report

2C4 Historian No Report

2C5 Parliamentarian No Report

2D Report from MDCYC Committee(s)

2D1 Community and Cultural Affairs

Commissioner Jori Opara reported that the Community and Cultural Affairs Committee has been working hard to put together the 1st annual Health and Safety Fair for students of Miami-Dade County. Their goal is to host a one-day educational and interactive event in which we go over basic health and safety issues. They want them to have fun as well as be well informed which is why we'll have a variety of setups like learning CPR, self-defense tutorials, Zumba, yoga, a few guest speakers. Also, they will like it to be a four-hour event from nine a.m. to one p.m. as well as make it a field trip, therefore, it can be more convenient for the schools. Their target audience is mainly high school students; as they transition into becoming more independent individuals, to have the necessary resources and information to better and protect themselves.

2D2 Public Relation, Marketing and Communication

No Reports

2D3 Advocacy and Legislation

Commissioner Daniel Iglesias reported that within the previous month the committee got together to work together, in efforts to prepare a presentation which will later be shown to the rest of the Miami-Dade County Youth Commission board on lobbying. They began to contact a key lobbyist from South Florida who they have met at Tallahassee during Children's Week, and intend on having this presentation ready for the group by next month.

2D4 Education and Services

Commissioner Logan Schroeder-Stephens reported that in the previous month the Education and Services committee got together to work with Ms. Montilla from Miami-Dade County Public Schools and Ms. Garcia from the Miami-Dade County Youth Commission staff, in order to organize the first annual Youth Empowerment Summit. At the summit eight specially selected middle schools from the Creating Community Change or CCC program in Miami-Dade County Public Schools will hear from several speakers on topics ranging from marketing yourself and creating a career in Miami to making healthy choices and abstaining from drinking and driving. Univision will be in attendance to film the latter topics as part of a new campaign about making healthy choices that they are kicking off with this event. The event will be hosted at Miami-Dade College North Campus on March 11, 2016 from approximately 9:30am to 12:35pm.

3 Ex-Officio Members Action Items

3A Office of the Mayor

Not Report

3B Clerk of Courts

Not Report

3C Agenda Coordinator

No Report

3D Student Advisor to the School Board

No Report

4 Unfinished Business

No unfinished business

5 New Business

5A1 Concern/Issues

5A2 Presentations

RJT Foundation Book Fair; Alex Radick

Commissioner Alex Radick was happy to report his accomplishment of being able to donate over 400 books and toys to the Restore Joy and Trust foundation. Also, Commissioner Radick collaborated with RJT and the Juvenile Services department and developed a book fair which allowed them to collect more than 500 additional books for the youth.

AP Review Program; Sabrina Rosell

Commission Chair Sabrina Rosell briefly informed the commission on her efforts to start an AP Review program that will help tutor students who are preparing to take Advanced Placement test in multiple subject areas.

College Boot Camp; Doris Rodriguez

Commissioner Doris Rodriguez gave a quick update on the progress of College Boot Camp, which will be used as a platform to provide high school students from inner city schools the information they need to make the appropriate decisions regarding college, as well as providing them with resource that can better help them get into great colleges and universities.

6 Announcements

No announcements

7 Adjournment

Commissioner Daniel Iglesias motioned to adjourn the meeting. Commissioner Gia Castillo seconded this motion. Motion passes.

The meeting was adjourned at 4:42PM

Submitted By

Samone Cowart

Samone Cowart, Secretary
Miami-Dade County Youth Commission

3/10/16

Date of Approval