



# YOUTH COMMISSION

## FREQUENTLY ASKED QUESTIONS

### *How long will I serve on the Youth Commission?*

2-year term with a possible 1-year re-appointment.

### *How often does the Youth Commission meet?*

First Monday every month at 4:00 p.m. and occasional special meetings.

### *How long are the meetings?*

1 to 2 hours per meeting, but the length is determined by the Commission's discussions.

### *What is my time commitment?*

At least 5 to 10 hours a month on Commission-related items.

### *Are there currently any vacancies on the Youth Commission?*

All positions are available.

### *How do I join the Youth Commission?*

Applications can be obtained through the City Clerk's Office. Visit [www.bakersfieldcity.us](http://www.bakersfieldcity.us) for more information.

### *When is my application due?*

First review of applications will occur on April 29, 2016.

## CONTACT

YOUTH@BAKERSFIELD.CITY.US

(661) 326-3751

## *DO YOU WANT TO MAKE A POSITIVE IMPACT IN YOUR COMMUNITY?*

The City of Bakersfield has established a Youth Commission to engage and empower local youth in having a voice on relevant issues pertaining to City policies, programs, and projects.

This is your opportunity to work with City staff on improving the community by making recommendations to the Mayor and City Council.



The types of Youth Commission duties include, but are not limited to:

- Developing and proposing plans that support or improve City programs
- Providing recommendations to the Mayor and City Council
- Educating and inspiring local youth involvement on relevant issues
- Responding to requests on matters referred by the Mayor and City Council
- Reporting to the Mayor and City Council, as requested
- Identifying outside funding sources, including grant funds
- Hosting an annual youth conference
- Identifying concerns and needs of local youth
- Assisting the City with Teen Government Day

## *QUALIFICATIONS*

- Current high school students at the time of appointment
- Reside in the ward they represent
- Maintain a 3.00 GPA while serving on the Youth Commission
- Not an immediate family member of the Mayor or City Councilmembers
- Able to appropriately prepare for and attend meetings



**Please respond to the following supplemental questions on a separate sheet(s) of paper.**

10. How did you hear about the Youth Commission?
11. Why would you like to become a Youth Commissioner?
12. What specific youth or community issues would you like to see addressed by the Youth Commission? Do you have any ideas on how the community should address those issues?
13. The Youth Commission requires a time commitment from each student. Please list all other commitments you have during the school year (e.g., job, clubs, and sports) and in what ways are you prepared to dedicate time to meet the Commission's goals? Your extracurricular activities will not disqualify your application.
14. In order to have a valuable experience on the Youth Commission, it is important to have the support from a teacher or school administrator from your current high school. This person shall serve in a mentorship role throughout your term on the Youth Commission. Please identify who will serve as your mentor (i.e., name and job title) and provide their contact information (i.e., phone number and email address). Also, please be advised that your mentor must sign the application and submit a letter of recommendation.

Please attach to this application your responses to the supplemental questions and any additional information that you feel would be helpful in reviewing your qualifications. Also, please note that your transcripts will be requested by the City if you are recommended for the Youth Commission.

**Authorization and Release**

I have reviewed Chapter 2.60 in the Bakersfield Municipal Code, and understand the expectations of becoming a member or alternate of the Youth Commission. I have discussed the time commitment with my parent(s) or guardian(s) and school representative, and can commit a sufficient amount of time to the Youth Commission. I understand that in connection with this application for appointment, the information contained herein will be made available to the general public upon request.

\_\_\_\_\_  
Signature of School Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant's Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Note: This document is a public record and may be disclosed/released pursuant to the California Public Records Act.**

**CITY OF BAKERSFIELD  
APPLICATION CHECKLIST**

The following checklist is intended to assist applicants during the application process.

**Appropriate Review and Consideration (No Documentation Required)**

- Review Youth Commission cover letter
- Review 2.60 in the Bakersfield Municipal Code (pages 4 – 6)
- Discuss time commitment with a parent(s) or guardian(s) and school representative

**Required Items (Initial Submission):**

- Complete Youth Commission application (pages 1 – 2), including required signatures
- Attach supplemental responses (questions 10 – 14)
- Attach letter of recommendation

**Required Items (if Recommended for Appointment):**

- Provide current high school transcripts
- Attend a Youth Commission orientation

**CITY OF BAKERSFIELD  
CHAPTER 2.60 BAKERSFIELD YOUTH COMMISSION**

**2.60.010 Creation and purpose.**

The city council creates an eight-member Bakersfield youth commission ("commission"). The city council also appoints the city manager, or designee, as the committee coordinator of the commission. The purpose of the commission is to engage and empower local youth in having a voice on relevant issues pertaining to municipal policies, programs, and projects. (Ord. 4833 § 1, 2016)

**2.60.020 Application process.**

Applications for the commission are available at the city clerk's office and require one letter of recommendation from a teacher, advisor, counselor, or coach. (Ord. 4833 § 1, 2016)

**2.60.030 Appointment of members and alternates.**

The commission shall consist of eight members and eight alternates.

- A. Each city councilmember shall appoint two members to the commission; the mayor shall appoint two members from the city-at large. One appointment will be the voting member and the second appointment will be the alternate member.
- B. Alternate members may only have voting rights in the event that the regular members are absent from a commission vote.
  1. A majority shall constitute a quorum at any regular or special meeting of the commission. For this commission, a quorum is defined as five members.
  2. Immediate family members of city councilmembers and mayor shall not be eligible for appointment. (Ord. 4833 § 1, 2016)

**2.60.040 Qualifications of commission members.**

- A. Members and alternates must be current high school students at the time of appointment.
- B. Members and alternates must reside in the ward they represent.
- C. Members and alternates must have and maintain a minimum 3.00 grade point average during their tenure in the commission. (Ord. 4833 § 1, 2016)

**2.060.050 Term of office.**

- A. Members and alternates are appointed to a two-year term with the possibility of a one-year re-appointment.
- B. Each city councilmember and the mayor have the discretion to extend or terminate the terms for their appointed members and alternatives.

- C. During its first meeting of the calendar year, the commission shall elect a chair and co-chair among its appointed members for a term of one year.
- D. Any member and alternate may be removed from the commission as a result of any of the following:
  - 1. Continued absences from meetings or unexcused absences from three consecutive meetings. The city council may waive such removal for just cause;
  - 2. By the city councilmember or mayor that appointed them. (Ord. 4833 § 1, 2016)

#### **2.60.060 Duties.**

Generally, to identify the concerns and needs of local youth, including matters related to: recreational opportunities, park amenities, student safety, and volunteer opportunities with the city, and to:

- A. Develop and propose plans that support or improve such programs;
- B. Provide recommendations to the mayor and city council;
- C. Educate and inspire local youth involvement in relevant issues;
- D. Respond to requests on matters referred by the mayor and city council;
- E. Report to the mayor and city council, as requested;
- F. Identify outside funding sources, including grant opportunities, to achieve the commission's goals and objectives;
- G. Host an annual youth conference to identify local youth concerns and needs;
- H. Play an active role in Teen Government Day;
- I. Other appropriate actions to further the purpose of the commission. (Ord. 4833 § 1, 2016)

#### **2.60.070 Meetings.**

- A. The commission shall meet monthly. Members and alternates are required to attend every scheduled and special meeting.
- B. Commission meetings shall be subject to the Ralph M. Brown Act.
- C. Agendas and minutes of the commission shall be prepared by the city clerk, or designee, and filed with the city clerk.
- D. Members and alternates shall communicate with the mayor and city council by:
  - 1. Directly contacting their appointed councilmember;
  - 2. Directly presenting at a city council meeting, as requested;

3. Indirect contact through the youth commission meeting minutes;
  4. Providing an annual report to city council.
- E. The city manager shall designate city staff to assist the youth commission with achieving its goals and objectives. (Ord. 4833 § 1, 2016)

**2.60.080 Compensation/funding.**

There is no monetary compensation for serving on the commission; however, members and alternates widely benefit by participating in active leadership roles, networking amongst civil leaders, making a difference in the community, and developing critical skills to solve real-world problems.

The commission will be funded by city council as is reasonably necessary to implement the goals and objectives of engaging and empowering local youth. (Ord. 4833 § 1, 2016)