



City of Lone Tree Youth Commission Agenda Thursday, November 5, 2015

Meeting Location: Spruce Meeting Room, Lone Tree Municipal Building, 9220 Kimmer Drive
Meeting Procedure: The Lone Tree Youth Commission and staff will hold a public meeting at 7:30 p.m. Contact the Youth Commission liaison if special arrangements are needed to attend (at least 24 hours in advance).

Meeting Agenda

1. Call to Order
2. Public Comment
3. Additions/Changes to the Agenda
4. Approval of the September 17, 2015 Meeting Minutes
5. Commissioner Reports
6. New Business
 - a. Review Youth Commission Bylaws
 - b. Upcoming Guest Speaker and Field Trip Planning – Mayor Gunning and Police Department Presentations
 - i. Develop Questions for Mayor Gunning
 - c. Other Guest Speaker and Field Trip Updates
7. Unfinished Business
8. Staff Updates/Announcements
9. Adjourn



CITY OF LONE TREE

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MINUTES OF THE LONE TREE YOUTH COMMISSION Held Thursday, September 3, 2015

I. Call to Order

The meeting was called to order by Michelle Timmins, Chair at 7:31 pm. A quorum was present.

Those members present:

Patrick Britti
Jason Fisher
Caroline Hauer
Sophia Kenny
Michelle Timmins
Kate Schaffer
Matther Zimmerman
Jonathan Meade, Guest
Kristen Knoll, Staff Liaison

II. Public Comment

Jonathan Meade of Boy Scout Troop 628 came to the meeting as part of a requirement for a merit badge regarding public governance. He stayed, and participated in, the entire meeting.

III. Additions/Changes to the Agenda

There were additions/changes to the agenda.

IV. Approval of the August 20, 2015 Meeting Minutes

Commissioner Kenny moved, Commissioner Shaffer seconded, to approve the August 20, 2015 Meeting Minutes. The motion passed unanimously by those members present.

V. Commissioner Reports

There were no commissioner reports.

VI. New Business

- a. Chair, Vice Chair, and Secretary Elections: Commissioner Kenny motioned for new officer elections, Commissioner Fisher seconded. The positions elected were Commissioner Timmins for Chair, Commissioner Schaffer for Vice Chair, and Commissioner Britti for Secretary. All were elected unanimously and unopposed.
- b. New Year Planning: Decisions regarding who should come to speak at Commission meetings and where Commissioners should travel for field trips were discussed. A schedule, for the 2015-2016 year was agreed upon. Commissioners, along with Mr. Meade, then participated in a team-building activity based off of questions to the entire group.
- c. Youth Congress: Commissioners Schaffer, Kenny and Zimmerman stated that they would be interested in attending the Douglas County Youth Congress, to be held at the state capitol in Denver on September 28.

VII. Unfinished Business

There was no unfinished business.

VIII. Staff Updates/Announcements

There were no announcements.

IX. Adjourn

The meeting was adjourned at 8:50 pm.

Respectfully submitted,

Patrick Britti, Youth Commission Secretary



CITY OF LONE TREE

YOUTH COMMISSION BYLAWS

Effective Date: December 15, 2011

Article 1: Name and Scope

This body shall be called the City of Lone Tree Youth Commission, and along with the other boards, commissions and committees of the City, be an advisory board to the Lone Tree City Council.

Article II: Mission Statement

The Lone Tree Youth Commission strives to inform the local community of the youth voice. Additionally, it will promote awareness of, and provide education for, teen issues. The Youth Commission will achieve these goals by linking its ideas with the values of the City of Lone Tree through:

- Leadership
- Teamwork
- Service
- Outreach
- Scholarship

Article III: Members

Section 1: The Lone Tree Youth Commission will consist of no less than five (5) and no more than seven (7) youth who are currently in eighth (8th) through twelfth (12th) grade when appointed. Members must reside in the City of Lone Tree.

Section 2: Anyone interested in a Youth Commission vacancy must submit a written application on a form prescribed by the City Manager to the City Manager's Office. Applications will be due to the City by August 31 of each year.

Section 3: Members may serve for one (1) full term.

Section 4: Members must be willing to commit at least five (5) hours per month.

Section 5: Members will be allowed one (1) vote on motions that come before the Youth Commission. Members must be present to vote.

Article IV: Member Conduct and Removal

Section 1: Members are required to attend all regular meetings of the Youth Commission. It is expected that Youth Commissioners do not incur absences of more than 20% of regularly scheduled meetings in a 12 month period. Member absences in excess of 20% must be reported to the City Council by the Chair or Staff Liaison at the time it occurs.

Section 2: Youth Commission members are expected to conduct themselves at meetings in a fair, courteous and understanding manner. Members serve at the pleasure of the City

Council and are subject to removal by a majority vote and at the discretion of the City Council.

Article V: Officers

Section 1: The elected officers of the Youth Commission shall be a Chairperson, Vice-Chairperson and Secretary.

Section 2: An officer shall be allowed to hold only one office per year.

Article VI: Duties of the Officers

Section 1: The Chairperson shall

- a. Preside over all Youth Commission meetings in accordance with Robert's Rules of Order;
- b. Come prepared to each meeting with general knowledge of each item on the agenda;
- c. Facilitate open and fair discussions at all meetings;
- d. Work with the Staff Liaison in developing meeting agendas;
- e. Review previous meeting minutes prior to the next regularly scheduled meeting;
- f. Serve as official representative of the Youth Commission;
- g. Sign documents on behalf of the organization;
- h. Annually present a budget priorities report to the City Council.

Section 2: The Vice-Chairperson shall

- a. Perform the duties of the Chair in the absence of the Chairperson;
- b. Be a resource for rules of order during meetings;
- c. Encourage compliance with Youth Commission member rules and codes of conduct.

Section 3: The Secretary shall

- a. Perform the duties of the Chair in the absence of the Chair and Vice-Chairperson;
- b. Keep accurate minutes of each Youth Commission meeting;
- c. Type up the meeting minutes prior to the next regularly scheduled Youth Commission meeting;
- d. Email the final draft of the current meeting minutes to the Chair and Staff Liaison for review.

Article VII: Elections

Section 1: Members of the Youth Commission may nominate themselves or be nominated by a fellow Youth Commissioner for the opportunity to serve as Chair, Vice-Chair or Secretary.

Section 2: The election of the Chair, Vice-Chair and Secretary shall be held at the first regular meeting after the October appointments have been made. The Youth Commission

member receiving a majority of the votes of those members present shall be declared elected. Vacancies in the Chair, Vice Chair and Secretary positions shall be filled immediately by regular election procedures.

Section 3: No member of the Youth Commission shall hold the same office for more than two (2) consecutive years.

Article VIII: Meetings

Section 1: The Youth Commission shall meet a minimum of once per month. Any changes to the designated time must be voted on by the Commission. The date and time of meetings may be reassessed each year to reflect current member availability.

Section 2: Additional meetings may be held at any time upon the call of the Chair or by a majority of the voting members of the Youth Commission.

Section 3: Most meetings will run approximately one hour and thirty minutes, but may require more time when larger issues arise. Members of the Youth Commission will be given 48 hours notice if the meeting is anticipated to be more than one hour and thirty minutes. No meeting shall exceed two (2) hours in length.

Section 4: A quorum of the Commission shall consist of a majority of the voting members. When no quorum is present at a meeting, the Commission members present may opt to continue under a “study session” format where discussion may take place; however, no votes shall be taken.

Article IX: Committees

Section 1: The Youth Commission, by a majority vote, may form standing or temporary committees to work on issues in-depth and then report back to the Youth Commission. Committee members will be chosen by a majority vote of Youth Commission members.

Article X: Finance

Section 1: An annual budget priorities and projects report will be submitted to City Council yearly.

Article XI: Parliamentary Authority

Section 1: The Youth Commission shall conduct all meetings in accordance with generally accepted parliamentary procedures as described in Robert’s Rules of Order. This includes the duties of the officers and the conduct of all the members of the Youth Commission.

Article XII: Amendments

Section 1: Bylaws can only be changed with notice given at least one regular meeting in advance and only when a quorum is present.

Section 2: Additions or changes can only be voted upon at meetings when all members are present and when a vote of a 2/3 majority of the entire Youth Commission is achieved.

Section 3: Any changes to the Bylaws will be subject to final approval by the City Council.