



City of Lone Tree Youth Commission Agenda Thursday, December 3, 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 November 19, 2015 Meeting Minutes
5. Commissioner Reports
6. New Business
 - a. Upcoming Guest Speaker and Field Trip Planning
 - b. 2016 Outstanding Youth of Lone Tree Award
7. Unfinished Business
 - a. Review Youth Commission Bylaws
8. Staff Updates/Announcements
9. Adjourn



CITY OF LONE TREE

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MINUTES OF THE LONE TREE YOUTH COMMISSION Held Thursday, November 19, 2015

I. Call to Order

The meeting was called to order by Michelle Timmins, Chair at 7:33. A quorum was present.

Those members present:

Patrick Britti
Caroline Hauer
Sophia Kenny
Michelle Timmins
Kate Schaffer
Jason Fisher
Matthew Zimmerman
Kristen Knoll, Staff Liaison
Jim Gunning, Mayor

II. Public Comment

There was no public comment.

III. Additions/Changes to the Agenda

There were additions/changes to the agenda.

IV. Approval of the November 5, 2015 Meeting Minutes

Commissioner Britti moved, Commissioner Kenny seconded, to approve the November 5, 2015 Meeting Minutes. The motion passed unanimously by those members present.

V. Commissioner Reports

Commissioner Zimmerman reported on his attendance at the Tuesday, November 17, City Council meeting. Commissioner Fisher is scheduled to attend the next City Council meeting on Tuesday, December 1.

VI. New Business

- a. Mayor Jim Gunning presented a version of the "State of the City" address. He spoke on topics including new developments, housing, taxation, security, and health. A large part was focused on transportation, such as the Lone Tree Link and the light rail extension following his presentation, Mayor Gunning took questions.
- b. Commissioner Attendance: Commissioners had a discussion regarding attendance practices, with focus on the requirements stated in the LTYC Bylaws. It was agreed that certain steps would be taken to increase attendance and ensure participation even when an absence is necessary.

VII. Unfinished Business

There was no unfinished business.

VIII. Staff Updates/Announcements

There were no staff updates/announcements.

IX. Adjourn

The meeting was adjourned at 9:05 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
- Civic Service
- Community Outreach
- Scholarship
- Accountability

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 or electronic application on a form prescribed by the City ~~Manager~~ to the City Clerk's ~~Manager's~~ Office. Applications will be due to the City by ~~August 31~~ June 30 of each year.

Section 3: Members may serve for one (1) full, two-year term unless there is an insufficient pool applicants. Current Youth Commission members that wish to be reappointed and are in good standing, under unanimous consent of the City Council, may be reappointed for a second 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. An exception to this are officers who should not incur absences of more than 15% of regularly scheduled meetings in a 12 month period.

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~~ Semi-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 within one week of the next regularly scheduled meeting.

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: The Youth Commission’s annual budget is \$5,000 and is approved by City Council. An ~~annual~~ budget ~~priorities~~ and projects report will be submitted to City Council ~~yearly~~semi-annually.

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.